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ABSTRACT
        The Midwestern States Educational Information
Project's "MSEIP Documentation Supplement" is a companion publication
to "MSEIP Documentation of Project Development and General System
Design; Revised, June 1969." (LI 003275). The supplement starts with
an overview of the MSEIP Data Control System which explains many of
the techniques used in the system, but only in limited detail. It
contains chapters on each subsystem and the header file, complete
with general comments, specific comments about certain data items,
collection forms, instructions, and file layouts. (Author/MM)

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MIDWESTERN STATES EDUCATIONAL INFORMATION PROJECT
P.L. 89-10, TITLE V, SECTION 505

MSEIP

MSEIP DOCUMENTATION
SUPPLEMENT

LI003276

STATE OF IOWA DEPARTMENT OF PUBLIC INSTRUCTION
DES MOINES, IOWA
JULY, 1970

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MIDWESTERN STATES EDUCATIONAL INFORMATION PROJECT
P.L. 89-10, TITLE V, SECTION 505

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PREFACE

"What Is Past Is Prologue"

The Midwestern States Educational Information Project (MSEIP) will terminate
officially in 1970 with the completion of fiscal reports. The Project was a combined
research effort of state educational agencies (SEA's) to develop an integrated in-
formation system. The organizational structure of the Project was significant in
that an active working relationship was established between the Federal Government,
SEA's, and local school districts.

The MSEIP was funded in 1966 by the U.S. Office of Education under Title V,
Section 505, of the Elementary and Secondary Education Act, designed to strengthen
state agencies.

The MSEIP Documentation Supplement is basically what the title implies. It was
developed to supplement the original handbook. The Supplement starts with an Overview
of the MSEIP Data Control System which explains many of the techniques used in the
system, but only in limited detail. It contains chapters on each subsystem and the
header file, complete with general comments, specific comments about certain data
items, collection forms, instructions, and file layouts. The Supplement should be
used with the Documentation and not in lieu of it. Although many publications and
materials have been disseminated by the Project, the permanent and complete set of
needed documentation for an implementing state should include:

. MSEIP Documentation, June 1969
. MSEIP Supplement, July 1970
. MSEIP Program Specifications, Volume I, June 1970
. MSEIP Program Specifications, Volume II, June 1970
. MSEIP User's and Operator's Manual, June 1970
. MSEIP Program Source Statements (magnetic tape), July 197L

I personally believe that the objectives and functions of the Midwestern States
Project have been completed. The Project has been extremely useful thro gu its
existence. Many of the results of the Project are in   bu   educational
agencies today. However, no one state has a fully automated integrated information
system. This will come into existence as states continue to plan and as resources
become available.

The MSEIP has served its purpose. What is needed now is for the state agencies
and the people responsible for the management of education, the SEA's and their
staffs, to commit themselves to the task before them. The MSEIP Data Control System
is not a perfect system, nor has it stood the test of time. However, it will serve
as a starting point for implementation and it will lend itself to modifications
that are imposed upon it. As other concepts are developed - such as USOE Handbook II
and VII, PPBES of the Research Corporation of the Association of School Business
Officials, the Belmont Project, and many others, they need to be incorporated into

an integrated information system such as the MSEIP Data Control System. As these concepts are developed and implemented and as SEA's provide the initiative and leadership for information systems in the future, the MSEIP goals and objectives will continue to be achieved.

If the words of Edmund Burke may be borrowed and paraphrased, "The only thing necessary for education systems (MSEIP) to fail is for good men to do nothing." "What is past is prologue" so, good men - step forth!

James E. Mitchell
MSEIP Director
July, 1970

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ACKNOWLEDGEMENT

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OVERVIEW OF THE MSEIP DATA CONTROL SYSTEM

The purpose of this overview is to provide the various levels of management with an explanation of the operational and functional features of the MSEIP Data Control System. It consists of a general overview of the entire system. It identifies and explains the purpose and the significant details of each important module of the system. This overview is a condensed version of the introduction to the MSEIP Program Specifications of the Data Control System. It is used here to provide general information to those that desire a little knowledge, but have no desire to tackle the two-volume set.

In Section I, the general design of the system, functions performed by the system, cross-references from the records of one file to the records of other files, characteristics of the records of the MSEIP System, hierarchial data structures, and the technique of threaded lists will be discussed.

In the remaining sections, the purpose and the significant details of each of the three modules of the Data Control System are included.

SECTION I. General System Design

The general design of the system is set forth in the MSEIP Documentation. Briefly stated, the MSEIP Data Control System is an integrated educational information system consisting of three control modules: Index/Linkage, Maintenance and Reports. These three modules encompass and integrate the data items of the five commonly recognized educational information areas: personnel, instructional programs, pupil, facilities and finance.

A sixth file, referred to as the Header File, is also integrated into the system. The data items of the Header File are not collected from a recognized educational information area. They are the data items which are selected by a particular implementing state.

Functions Performed by the System

The system will accept the records of a file, edit them, insert into them the linkages by which other records are retrieved, create the system directory and load the records and the directory on a disk subsystem. Subsequent to this initialization, the system will, on command, produce reports described by the user, maintain the files (add a record, delete a record and change a record) and add one or more files to the data bank. The system will respond to commands entered on keypunched cards and to commands issued by installation application programs. Records of the files may be entered by keypunch cards or by card images on magnetic tape.

The system will retrieve any particular record, all records or any subset of records of a file. When more than one record is retrieved, they will be retrieved in logical sequential order. When records are retrieved, one file is designated

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as the primary file. As each record of the primary file is retrieved, the system will optionally retrieve records from other files which contain information complementing that of the record of the primary file.

Cross-References Between Files

The general design of the Data Control System as described in the MSEIP Documentation specifies particular cross-references between the records of the files. These cross-references constitute an important aspect of the MSEIP Data Control System.

Each activity assigned an individual is identified in the personnel record of that individual. Detailed information of each such assigned activity is contained in a record of the Instructional Programs File. The individual's personnel record is cross-referenced to each of the required activity records by means of link addresses. In the case being discussed, each link address is the exact location at which a required activity record is stored in the data bank.

Each activity record of the Instructional Programs File is to contain cross-references to: 1) the personnel record of the individual assigned to the activity; and 2) the instructional space record of the Facilities File which describes the space in which the activity is offered.

Each Instructional Space record of the Facilities File is to be cross-referenced to the activity record of each activity conducted in that space.

Characteristics: Records of the MSEIP System

The characteristics of the personnel record of an employee designated as a professional-educator are typical of the records described in the MSEIP Documentation. An abbreviated chart of such a record is shown in the figure below.

Data Items	Description	Size	
1	County-District Code	7	
2	School (organization) Code	3	Professional
3	Social Security Number	9	Record:
	. . .		
27	Accident Record	6	Professional-
32	Certificate Held	2	Educator
	. . .		(Abbreviated)
36	Grades Authorized By Certificate	4	
37	Field/Area/Service Authorized	2	
38	Subjects Authorized	4	
39	Position Title	2	
	. . .		
46	Section Number	2	

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The MSEIP Documentation contains the definition, the type and size of each data item of the record. The record may be regarded as three records. The first record contains data items 1 through 27; the second - data items 32 through 38; and the third - data items 39 through 46. The first record contains those data items which appear in the file but once for an individual. The second record contains a set of data items that are repeated for each certificate awarded the individual whose social security number is in field 3 of the first record. The set of data items of the third record are repeated for each activity assigned the same individual.

Hierarchial Data Structures

A hierarchial structure of a file system is the superior-inferior relationship between the many records of a file system. When the file system is originally constructed, a logical relationship is established between records at different levels of the hierarchy.

The superior-inferior relationship between two records may be described by calling the superior record the MASTER and the inferior the DETAIL.

Superior-inferior relationships are established between the records of two contiguous levels of the structure. A detail record, therefore, may also be the master of records of the next lower level.

Relating this description to the subject of personnel records, we may designate the basic personnel record as the MASTER of both certificate and assignment records.

Each logical master-detail relationship may be visualized as a chain of records. The master record is linked to the first detail record by entering the address of the detail record in the master record. In the same manner, the first detail is linked to the next detail record until all detail records are linked. The address entered in the last detail record is zero to indicate that it is the last detail of the master-detail chain.

The figure on the next page is a graphic illustration of the chains. The basic personnel record is linked to each first detail record. The last detail record of each chain contains a zero to indicate that it is the last detail record of the chain.

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Hierarchial Data Structure
Personnel File

Cert.
#1

Asgn.
#1

Basic/
Cert.
Chain

Basic/
Asgn.
Chain

Cert.
#2

Basic
#1

Asgn.
#2

Cert.
#3

Legend:

Master Record
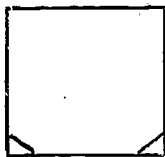
Detail Record

Threaded List Technique

The term <u>Threaded List</u> is applied to the technique of linking records by means
of addresses.

The chains shown in the figure on the next page are the same as those of the
previous figure with the exception that an identifying number has been entered in
the blocks representing the records. The number 203 identifies the basic personnel
record, 207 identifies a certificate record and 208 an assignment record.

Threaded List
Personnel File

*207
#1

*208
#1

Basic/
Cert.
Chain

*207
#2

*203
#1

Basic/
Asgn.
Chain

*208
#2

*207
#3
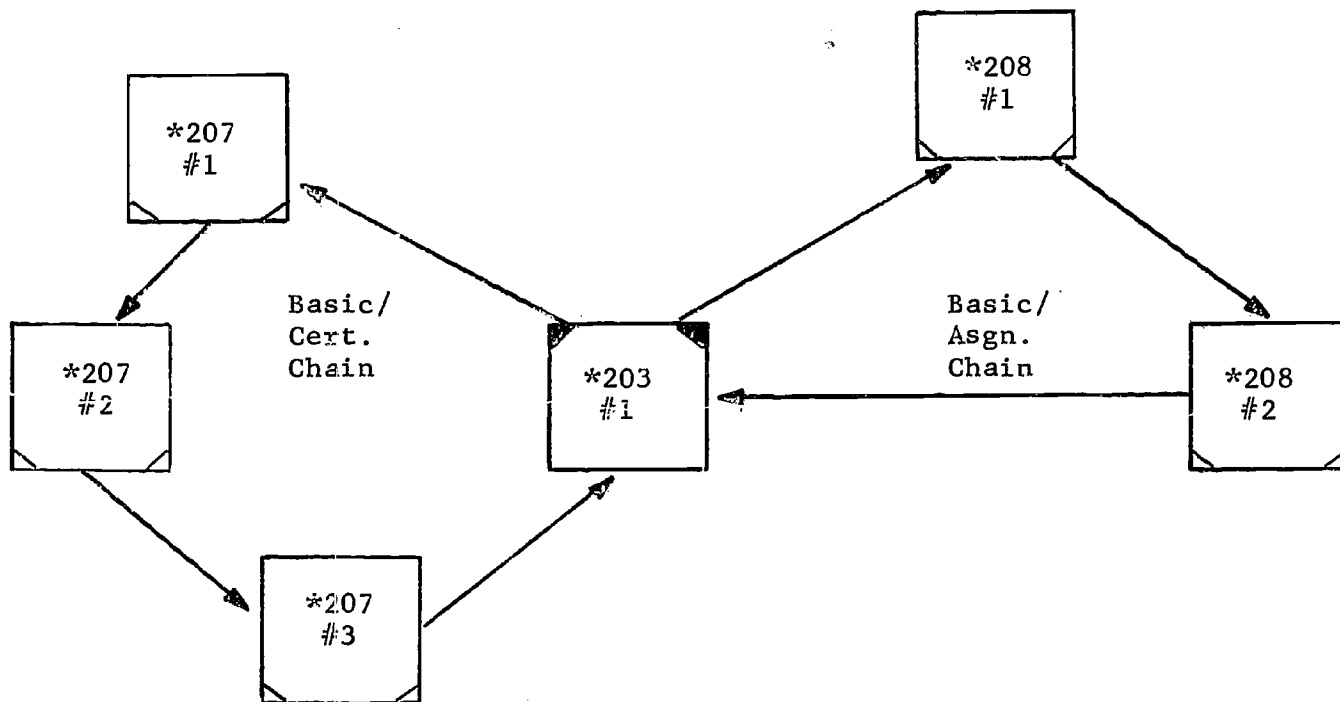
The certificate record with data items 32-38 may be the storage space required for certificate records which may be reduced by, in some states, a number of Fields/ Areas/Services and subjects may be authorized by one certificate.

Data Items	Description	Size
32	Certificate Held	2
	. . .	
36	Grades Authorized By Certificate	4
37	Fields/Areas/Services Authorized	2
38	Subjects Authorized	4

The certificate record would appear as shown above except that fields 37 and 38 would be repeated as many times as required, The master-detail relationship may be applied in this case as shown in the next figure on the following page.

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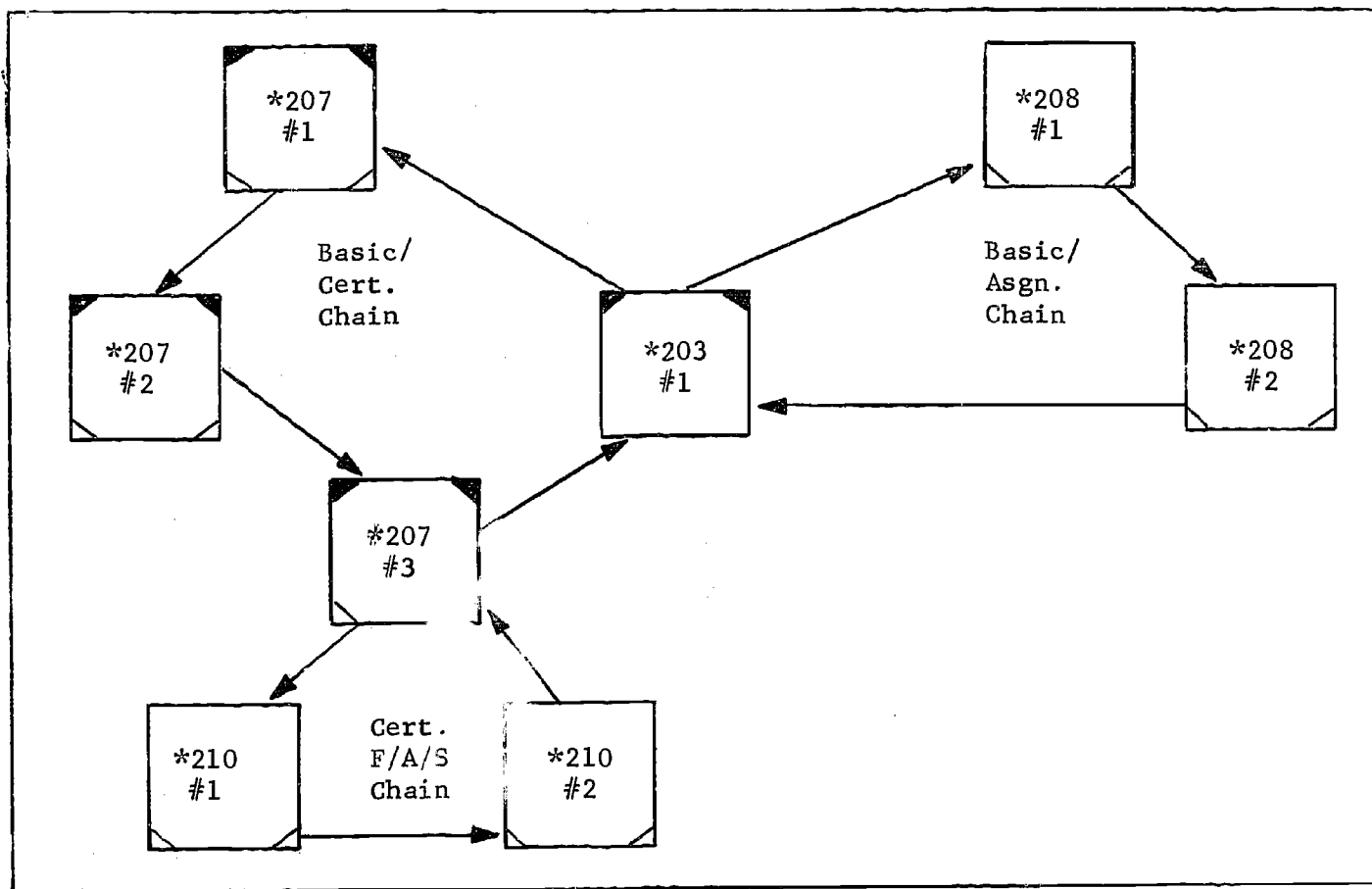
The hierarchial structure may be depicted in tabular form as shown in the figure below.

Hierarchial Structure: Personnel File

	Record		Master of Record		Detail of Record	
No.	Name	Type	Name	No.	Name	No.
203	Basic Personnel	Master	Certificate	207		
			Assignment	208		
207	Certificate	Master	F/A/S	210		
		Detail			Basic Personnel	203
208	Assignment	Detail			Basic Personnel	203
210	F/A/S	Detail			Certificate	207

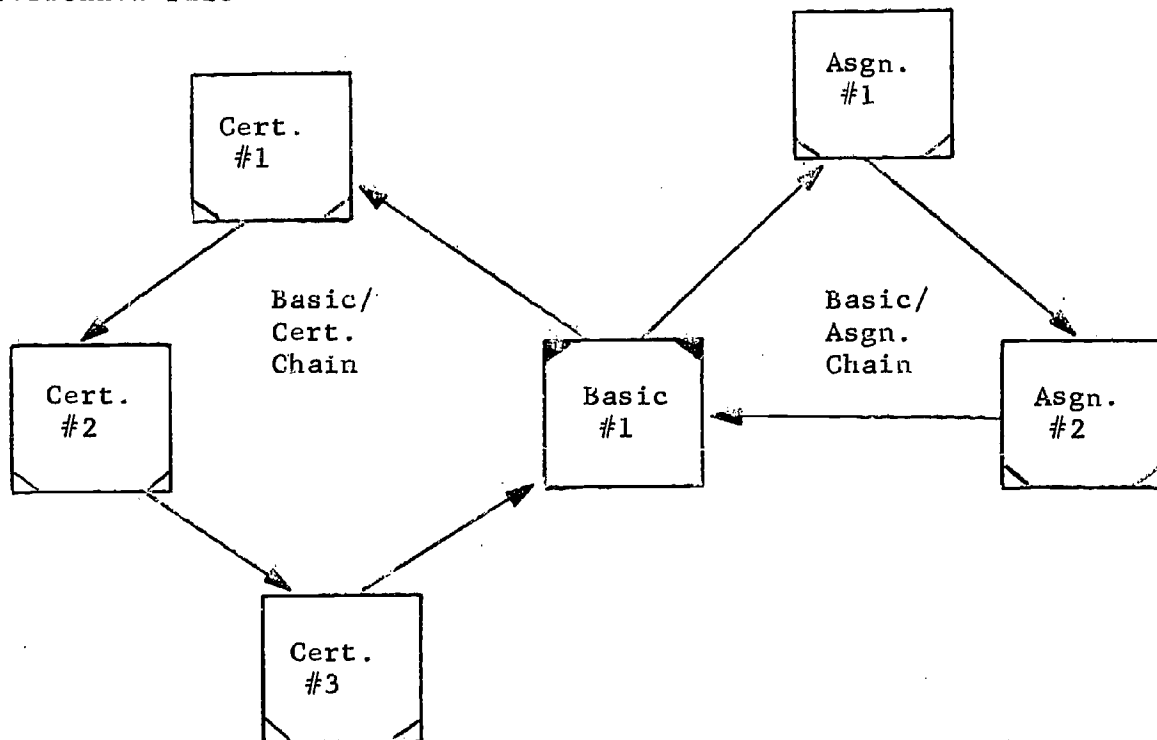The Certificate Record in the figure above illustrates the previous statements that superior-inferior relationships are established between the records of two contiguous levels of the structure and that a detail record may also be the master of records of the next lower level.

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The hierarchial structure devised for the MSEIP file structure is contained in Appendix D of the MSEIP Program Specifications, Volume II. The record sequence for each of the six files is contained in Appendix E.

A schematic diagram is used below to illustrate the conceptually organized personnel file under the conditions described:
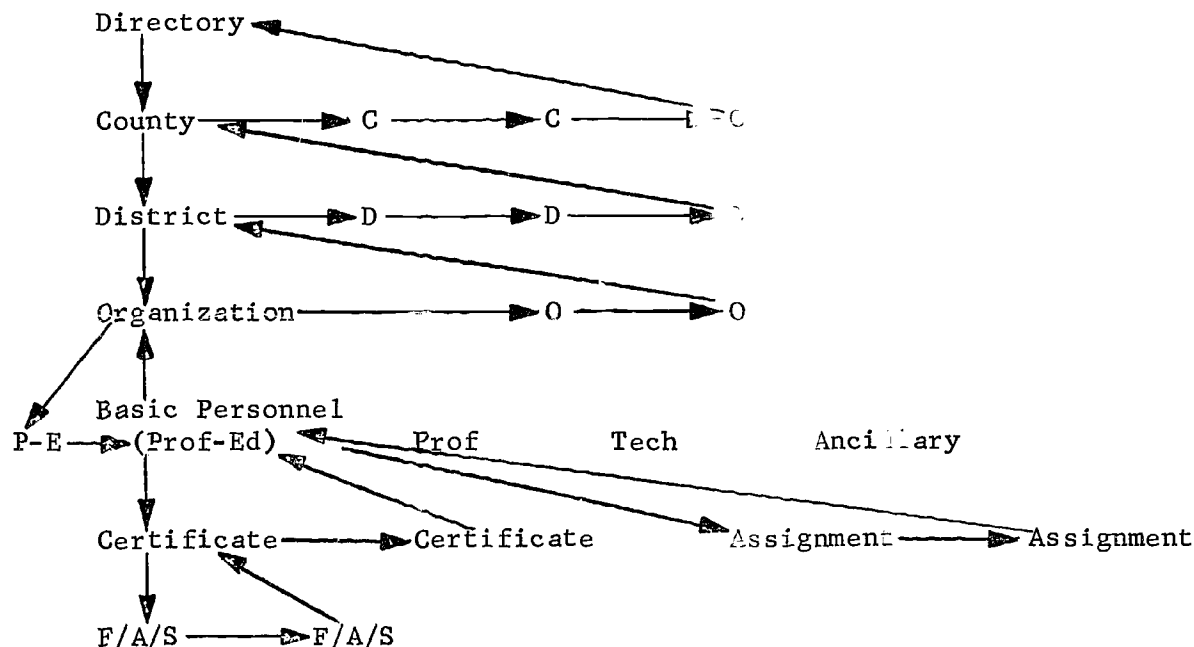
The Directory contains the address of each county record. One may regard it, the directory, as the master of county records. Complete chains are depicted for but one county, one district, one organization, etc. The illustration should aid one to understand the method by which records may be added to the file. The thread is simply broken in the proper place in the appropriate master-detail.

Personnel File

County Code Record
District Code Record
Organization Code Record
Basic Personnel Record, Prof-Ed (Prof)
Basic Personnel Record, Technical (Ancillary)
Certificate Record
Assignment Record Prof-Ed/Prof (Technical/Ancillary)
F/A/S Record

Instructional Programs File

County Code
District Code
Organization Code
Activity Record

Facilities File

County Code
District Code
Vehicle Record
Site Record
Use of Site Record
Building Record
Instructional Space
Service Space
Adjunct
Use of Instructional Space

Pupil File

County Code Record
District Code
Organization Code
Category One Data Items
Category Two Fixed-Length Data Items
Course Information
505, 506 and 508 thru 520

Header File

County Code Record
District Header
Organization Header
District Building

SECTION 2. The Index/Linkage Module

The programs which comprise the Index/Linkage Module are separated into two sections. The File Build Section contains 19 programs. The Retrieval Section contains 23 programs.

The design of the data control system utilizes a modular concept which allows the individual programs to be used in different combinations to accomplish the various tasks. Any program which is utilized in more than one manner is contained within this module. It could be referred to as the module of common functions.

In addition to providing control and common functions, this module performs these major functions of the Data Control System: Initial File Creation, Reorganization of the Files and Add A File.

There are eighteen programs involved in Initial File Creation. They may be divided logically into three groups. In the first group are those concerned with the command to the system, the editing of the records of the file(s) which are to be entered into the system, the writing of card images and record stubs on tape. In the second group are the programs concerned with the creation of the link addresses which are to be inserted into records so as to create master-detail chains and cross-references from the records of one file to records of other files. In the third group are the programs involved in the process of converting the card images of records to the required disk format, inserting link addresses into the records, creating the directory and loading the records and the directory on the disk. The control program is, of course, a member of each of the three groups.

Since this is an overview of the Data Control System with the objectives of explaining the operational and functional features of the system and simultaneously identifying and explaining the purpose and significant details of each module, the attention devoted to the various programs within a module will vary considerably.

The programs of the first group are: Control Program, Input Edit and Create Record Stubs.

Records of the files may be introduced into the system as keypunched cards or as card images on magnetic tape. Input Edit tests each data item to determine that its value is valid. When an incorrect value is detected, the record of which the data item is a part will not be accepted into the system; an error message is printed which indicates the error and the particular data item and record at fault. Even though an error is detected in a record, the remaining data items of the record will be edited to determine if there are other errors.

After all records in the input stream have been edited and if one or more errors have been detected, the system will not continue to the next phase of Initial File Creation. The user has the opportunity to correct the records in which errors were detected and enter them again. It should be noted that on the second (or later) entry, only the records previously not accepted need be entered.

Record Stubs contain the minimum data items required to identify each record which has been written on the Card Image file created by Input Edit.

The second group of programs consists of the Control Program, Disk Assign, Space Allocator, Assign Disk Subroutine, Create Triplets, Swap Links and Sort Interface.

It should be noted that record stubs are in the same prescribed sequence within each file as the records they represent. The length of each record is known. The combinations of records which constitute logical records are known. The link addresses required for both master-detail and cross-references are known.

The rules which govern the assignment of logical records, i.e., sets of records of the files that are to be treated as an entity, to physical records of the disk are known.

At is time, the exact locations on the disk to be assigned to e various files a not known. They will be determined after all records have en as igned storage locations relative to the base address of the file of which   y are a part. A short example will help clarify this point.

If he Facilities and Instructional Programs Files are to be lo   d on he disk, the first county record of the Facilities File will be assigne   relative record number 1 of the Facilities File. The assignme   of disk addre es to the remaining records of the file will be effected follow ng the rules pre iously established. In the same manner, disk addresses will be assigned to   cords of the Instructional Programs File. The system will then type a message to   e operator. The message informs him of the amount of storage required for each of he files. The operator assigns the required amount of disk storage to the files y mears of the operating system. Relative record 1 of the Facilities File there re re ains a valid address in the storage area allocated by the operator to the Facilities File.

An example will be used to describe the technique by which the link addresses are created and readied for insertion into records.

An activity record, as previously explained, is to have the addre s of the personnel record of the person assigned that activity. It is also to ave other addresses but in this example only the address of the personnel recor ill be considered.

A short, three-part record referred to as a triplet is created when the reco stub representing a personnel record is processed. The three parts are used to identify the particular record (record type and social security number), the disk address assigned to the personnel record, and data fields into which could be sto   the address of another record. In this example, the third part of the triplet will be unused. The triplet is stored on magnetic tape for later use.

When records of the Instructional Programs File are processed, triplets are also formed. The three parts of the record are the same as those for the personnel record: identification of the record it represents (to include the social security number of the individual assigned to the activity which is a data item of the activity record); the disk address assigned to the activity record and data fields into which the address of the personnel record of the individual assigned to the activity will be stored. These triplets are also stored on magnetic tape.

After the record stubs of all files which are to be loaded on the disk have been processed, the triplets are sorted. Using the social security number and fil number as keys in the sort will cause the triplet created for the personnel record to precede the triplet created for each activity assigned to the individual with that social security number.

The disk address assigned to the personnel record (which is a part of the triplet formed for the personnel record) is copied into the data fields of each triplet from activity records with the same social security number.

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The triplets are now sorted using the file number and the disk address assigned to the record represented by the triplet. They are now in exactly the same sequence as the records they represent.

Control is now passed to the third group of programs; those which convert the card images of records to the required disk format, insert the link addresses into the record, create the directory and load the records and directory on the disk. The control program and nine other programs are members of this group. Six of the programs are those which build the records of the six files.

Their names follow the same pattern as Build Personnel Record. The remaining three programs are: Create Record Indexes, Build Directory, and Disk Load.

Input to this group of programs are the Card Image and Triplet Files created by the first and second program groups respectively.

When the card images of the activity records are processed, the triplets (which, once again, are in the same order as the activity records) are available. In terms of the example, the triplet provides two essential addresses. First, it has the disk address assigned the activity record. Second, it has the disk address assigned the personnel record of the individual assigned to the activity. Although over-simplified, the example illustrates the method by which master-detail chains and cross-references are created.

At this point, a short discussion of the general format of all records of the files is an order. Every record in the files has four parts: a Record Status Code, Link Address, Record Name Value and the data fields of the record.

The Record Status Code is a one character field which serves two purposes. First, it identifies the record by means of a code value. Second, it is used to indicate that a record has been deleted. The Delete Bit is the most significant of the eight bits of the System 360's one character byte. If the value of the Record Status Code is greater than 127, the record has been deleted.

Every record in the system has at least one link address. This ever present link address contains the address of the next record of the same type as the record in which it is located and which is in the same master-detail chain. Regardless of the number of link addresses in a particular type of record, the ordering of the link addresses is the same. The first is the link address just discussed, to the next same type record. The next group of link addresses are those which contain the addresses of the detail records in which stored. These are in ascending numerical order. The third, and last group of link addresses are the addresses of records of other files. These also are in ascending numerical order according to the record type number of the record addressed by the link address.

The set of link addresses of a record are also referred to as the Record Index of the record.

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The third part common to every record is the Record Name Value which follows the link addresses. The number of characters required for the Record Name Values of records varies from two to nine. They are described for all records of the files in Appendix F of the MSEIP Program Specifications, Volume II. The remaining fields of the records are data fields prescribed by the MSEIP Documentation Handbook.

The disk storage requirements for the Directory are determined in the same manner as are the storage requirements for records of the files. When the second group of programs is processing record stubs, the appearance of a record stub representing a record, the address of which must be entered into the Directory, is recorded. The sum total of such appearance is converted into a total storage requirement which is displayed on the console typewriter to the operator at the same time as the storage requirements for the files.

The second major function of the Index/Linkage Module is Reorganization of the Files.

This may be occasioned by a massive updating of the records of the files, the addition of one or more files to the system, or the fact that extensive maintenance operations performed on the files has decreased the efficiency of retrieval operations.

The reorganization occasioned by the addition of one or more files will be treated as the third major function of the Index/Linkage Module. The reason for reorganization about to be described will, therefore, be immaterial.

In order to reorganize the files, a group of programs of the Index/Linkage Module not previously mentioned must be used. These programs are involved with the retrieval of records from the files.

As described in the opening paragraphs of this manual, the Data Control System will retrieve any particular record, all records or any subset of records of a file. When more than one record is retrieved, they are retrieved in logical sequential order. When records are retrieved, one file is designated as the primary file. As each record of the primary file is retrieved, the system will optionally retrieve records from other files.

Programs involved in the retrieval process which will be identified in this discussion are: Retrieval Control, Edit Command, Directory Decoder, I/O Control, Reformat and Linkage Trace. The seventeen programs subordinate to Linkage Trace will not be identified.

Unload Disk is the program used by the Index/Linkage Control Program to effect the initial actions of reorganization.

Unload Disk generates, for each file stored on the disk, a retrieval command which states that all records of the file be retrieved. The command is passed to Retrieval Control which, using Edit Command, verifies that it is valid. Retrieval Control then causes the Directory Decoder to obtain the address of the first record of the file.

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Linkage Trace is called by the Retrieval Control program and the command and the address of the first record are passed to it. Linkage Trace uses the link addresses stored in the various records and the I/O control program to retrieve records in logical sequential order. Records which have been deleted are not passed to Unload Disk as are the active records of the file.

Records are reformatted by the Reformat program and passed to Unload Disk in the data return area by Unload Disk.

A record passed to Unload Disk is converted to the same card images as were used to enter the record into the system.

The card images are then processed through the steps previously described under Initial File Creation.

The third major function of the Index/Linkage Module, Add a File or Files is simply a combination of the first two major functions. The Unload Disk program and the retrieval functions are utilized to put the existing files back into original card image format. The file or files to be added are then combined with the exis-ting files and are processed as described for Initial File Creation.

SECTION 3. File Maintenance Module

The File Maintenance Module consists of two programs. In addition, most of the programs in the Index/Linkage Module are utilized to perform the maintenance functions of Add a Record, Delete a Record, and Change a Record.

The first group of programs involved in Initial File Creation and described in the Index/Linkage Module are used to edit the cards which describe the records requiring maintenance. The File Maintenance program Delete and Change is then used to process the output of the edit process. This program utilizes the retrieval programs of the Index/Linkage Module to retrieve, change, delete and re-write the updated records and verifies that records to be added have the necessary master records in the file.

The records to be added to the files are subsequently processed by the second group of Initial File Creation programs in the Index/Linkage Module. This output is then processed by the second File Maintenance program, Add and Link. This program writes the added record in the Overflow File. The control thread which connects the records within a file will be broken at the point where the record should logically be located and the thread passed through the added record.

SECTION 4. Report Module

The report module developed for the Data Control System is a generalized reporting system which generates actual tables and reports directly from the files. It is not the type of system which generates programs to produce reports. The Report Module will be responsive to planned periodic reports as well as special one-time reports through specification forms provided by the user. The retrieval

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programs in the Index/Linkage Module are utilized by the Report Module for retrieval purposes. In addition to the specification forms which describe reports to this module, the user will specify, thru a command card, which records are to be considered and the retrieval sequence.

By the use of specification forms introduced by the user, the Report Module will extract the specified data items necessary to create a report, arrange the data in an efficient sequence and proceed to perform the necessary arithmetic operations to produce the reports that fit the user's design.

The reports can be in two basic designs or formats:

1. Detail Listing Reports - this function will list selected data items from selected records on a one-for-one basis, i.e., each line of the report represents a selected record from the MSEIP data files. The capability exists to produce summary lines (sub-totals and totals) of up to six levels on selected columns. It is possible to produce a report consisting of only the summary lines. There are four variations of this type of report depending on the arithemtic operations necessary to produce the print fields.

2. Statistical Analysis Tables - specified data items from the MSEIP data files may be distributed into a table consisting of 1 to N dimensions as specified by the user. The items displayed in the report may be combined to develop averages, percentages, a count of occurence or any combination of arithmetic operations designed by the user. Columnar totals are available and selected cross-footing totals may be obtained.

The Report Module of the Data Control System is capable of processing more than one separate report in one pass of the data file provided all reports require the same record types. These reports can be any combination of Detailed Listing Reports or Statistical Analysis Tables. A single report cannot contain both types of reports due to the variance in format. The total number of reports that can be processed in one pass is dependent on the number of parameter cards required to describe the reports.

The Report Module is composed of three Program sections and utilizes the standard IBM Sort package. The three program sections in the sequence of execution are Edit Section, Extract Section, (Sort), and Summary Section.

Edit Section

The input to the Edit Section consists of the report specification forms. The function of the Edit Section is to edit each form for required information and perform cross-reference checks between forms describing each report. If any required information is missing or in error, error messages detailing the errors will be printed and the report affected will not be processed. The reports that are found to be free of errors will have a sample page of the report printed. This allows the user to check the correctness of the format before proceeding with the production of the actual reports.

The output of the Edit Section includes tables and specifications required by the Extractor Section and the Summary Section. The Edit Section contains a total of ten programs.

Extract Section.

The Extract Section of the Report Module is comprised of three programs and utilizes the Retrieval Section of the Index/Linkage Module. This Section utilizes the Retrieval Command, supplied by the user, to request the retrieval of records from the data files. As each selected record of the data file is processed, records are produced for the Summary Section under control of the tables and specifications produced by the Edit Section. Each output record contains only that information which is pertinent to a particular report.

Summary Section

The Summary Section of the Report Module performs the user specified arithmetic operations on the extracted, sorted data and prints the report under control of the specifications produced by the Edit Section. The Summary Section consists of two programs.

SECTION 5. Equipment and Software Requirements

The Data Control System is designed to be implemented on the following equipment:

    IBM 360/40 with 128K bytes of memory

    IBM 2314 Disk Pack and/or IBM Data Cell

    Four IBM tape units

    IBM card reader

    IBM on-line printer

The following software is required:

    COBOL Compiler, Level E - Release 17

    BAL Assembly Program

    IBM Sort Package

    Disk Operating System (DOS)

HEADER FILE
District and Organization

The header is the repository for a limited amount of pertinent data concerning a school district and each organizational unit within the district. These data are the type that is usually needed when each of the subsystems is processing its files, but is not usually collected and stored by a specific subsystem. Header data may be summary data from a file that are needed by several subsystems. The header is also the principal entrance into the indexes for a district and its organizations. The header consists of a group of data concerning the district in composite, as well as groups of data specific to each organizational unit in that district. The items in the MSEIP Header are only suggestions; states implementing the system will determine their specific header data. The description of these items will not be as definitive as the descriptions of the data files because exact specifications of the header data and index items are dependent on implementation requirements (Table 1).

Table 1. HEADER FILE - RECORDS, SEQUENCE, SIZE, HIERARCHIAL STRUCTURE

Record Number	Name	Number of Cards	Number of Characters	Master Record to	Detail Record to
100	County Header			101	Directory
101	District Header	8	528	102,103	100
102	Organizational Header	3	218		101
103	District Building	1	22		101

The specific items listed in the MSEIP Header should not dictate, but only guide an SEA in their selection of header data. These items were designed considering two factors: 1) to demonstrate the capability and advantage of a header; and 2) to select the items meaningful to South Dakota. Therefore, these items, definitions, and codes may not meet the requirements of other SEA's. The Header File is a "stand-alone" file and, hence, changes will not require significant systems effort.

Specific comments are not considered needed for each item of the District Header but these suggestions are submitted for consideration:

a) The district header should contain data reflecting a community profile or demographic characteristics

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b) Ungraded and/or special education students enrollment should be incorporated in the Header File

c) The building name (item 43) is carried in the header because it was not included in the Facilities File. This is the only place a building name can be linked to a building number.

In the Organization Header (starting on page 26), the only comments are directed to site (item 6) and building (item 7) numbers. The system is not designed to allow multiple sites and/or buildings to be carried with a specific Organizational Unit. One has three alternatives: 1) change the system to allow multiple responses; 2) do not collect it at all; or 3) enter zeroes (or initiate some other code) to indicate the organization occupies more than one building. The third alternative was used for demonstrative purposes in South Dakota.

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DATA COLLECTION FORM
DISTRICT HEADER DATA

2. County Code _____   3. District Code _____

8. District Name _____

9. Address _____

   _____

13. District Telephone Number _____

                              Area Code   Number

14. Superintendent's Name _____

                          Last Name   First Name   Middle Initial

15. Number of Years in Current Position _____

17. Assessed Valuation of the District _____

18. Area of the District (in square miles) _____

19. Type of School District Organization _____

20. Organization of the Education Program _____

21. Total Number of Staff Members: Professional _____

                                    Technical/Ancillary _____

22. Type of State Accreditation _____

24. Total Fund Levy, in Mills: General Fund _____, Capital Outlay _____,

                                Special Education _____, Bond Redemption _____

25. Bond Indebtedness (as of July 1, 1969) _____

27. School District Census (as of November 1) by age

    0_____, 1_____, 2_____, 3_____, 4_____, 5_____,

    6_____, 7_____, 8_____, 9_____, 10_____, 11_____,

    12_____, 13_____, 14_____, 15_____, 16_____, 17_____,

    18_____, 19_____, 20_____.

29. Total Number of Students in the District by Grade.

    K_____, 1_____, 2_____, 3_____, 4_____, 5_____,

    7_____, 8_____, 9_____, 10_____, 11_____, 12_____.

DATA COLLECTION FORM (Page 2)
List All District Buildings

39 Site Number	40 Building Number	41 Building Unit	43 Name of Building

19

INSTRUCTIONS FOR
DISTRICT HEADER

1. RECORD TYPE - 101

2. COUNTY CODE - a three-digit code supplied by the SEA.

3. DISTRICT CODE - a four-digit code supplied by the SEA.

4. FILLER - 000

5. RECORD CODE - 1

6. CARD NUMBER - 1

7. FILLER - 0000000

8. DISTRICT NAME - enter the name of the district.

9. STREET ADDRESS - street address of the district's administrative offices.

10. CARD NUMBER - 2

11. CITY - name of the city in which the district's administrative offices are
    located.

12. ZIP CODE - zip code for the city in which the district's administrative offices
    are located.

13. TELEPHONE NUMBER - telephone number complete with area code of the district's
    administrative offices.

14. SUPERINTENDENT'S NAME - full name of the superintendent of schools for the
    district.

15. NUMBER OF YEARS IN THIS POSITION - number of years the superintendent has
    occupied this position.(excluding the current year).

16. CARD NUMBER - 3

17. ASSESSED VALUATION OF THE DISTRICT - the total assessed valuation of agricultural
    and non-agricultural property within the district.

18. AREA OF THE DISTRICT - total area of the district to the nearest tenth of a
    square mile.

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19. TYPE OF ORGANIZATION - enter the appropriate code for the type of school organization represented by this district, as coded below:

    1 - Independent School District   6 - Superimposed District
    2 - Common School District   7 - Unorganized County Independent
    3 - County Independent School District   School District
    4 - County Common District   8 - Unorganized County Common
    5 - County High School District   School District

20. ORGANIZATION OF EDUCATION PROGRAM - indicate by the appropriate code the organization of the educational programs of this district.

    1. K-6, 6   5. 6, 6
    2. K-6, 3, 2   6. 6, 3, 3
    3. K-6, 2, 4   7. 6, 2, 4
    4. K-8, 4   8. 8, 4
                           9. Other, specify _____

21. NUMBER OF STAFF MEMBERS - indicate the number of professional and the number of technical/ancillary staff members to the nearest tenth of full time equivalency.

22. TYPE OF ACCREDITATION - indicate by the appropriate code the type of accreditation of this district:

    1 - First Class District
    2 - Second Class District

23. CARD NUMBER - 4

24. TOTAL FUND LEVY, IN MILLS - right justify a five-digit entry which indicates the millage to two decimal places.

25. BOND INDEBTEDNESS - right justify the total bond indebtedness to the district to the nearest dollar.

26. CARD NUMBER - 5

27. SCHOOL DISTRICT CENSUS, BY AGE - enter the total school district census by age.

28. CARD NUMBER - 6

29. SCHOOL DISTRICT CENSUS, BY AGE - continued

30. CARD NUMBER - 7

31. TOTAL NUMBER OF STUDENTS IN THE DISTRICT, BY GRADE - enter the total number of students in the district by grad.

32. CARD NUMBER - 8

33. TOTAL NUMBER OF STUDENTS, BY GRADE - continued

27

34. RECORD TYPE - 103

35. COUNTY CODE - a three-digit code supplied by the SEA

36. DISTRICT CODE - a four-digit code supplied by the SEA.

37. FILLER - 000

38. RECORD CODE - 1

39. SITE NUMBER - this is a three-digit number assigned by the district   Each site, whether or not it has a structure, should be assigned a number.

40. BUILDING NUMBER - unique building number assigned by the school district or other educational agency.

41. UNIT CODE - the original building and all additions is coded below:

        0 - Original Building
        1 - First Addition
        2 - Second Addition, etc.

42. FILLER - 0

43. BUILDING NAME - the name assigned the building by the local district.

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FILE LAYOUT – DISTRICT HEADER

1 Record Type

2 County Code

3 District Code

4 Filler

5 Rec. Code

6 Card No.

7 Filler

8 District Name

9 Street Address

10 Card Number

11 City

12 Zip Code

13 Telephone Number

14 Superintendent's Last Name

15 First Name   M.I.   No. Years in This Position

16 Card Number

17 Assessed Valuation of the District
   Agricultural Property   Non-Agricultural Property

18 Area of the District

23

29

FILE LAYOUT - DISTRICT HEADER (cont.)

19 20 21 22

Type of Organ.

Organ. of Ed. Prog.

Number of Staff members

Professional Staff   Technical/Ancillary Staff

Type of Accred-itation

23

Card Number   4

General Fund Ag.   General Fund Nonag.

Total Fund Levy, in Mills

Capital Outlay   Special Education   Bond Redemption

24

25

Bond Indebtedness

26

Card Number   5

0   1   2   3   4   5

School District Census, By Age

27

28

Card Number   6

6   7   8   9   10

School District Census, By Age (continued)

27

29

Card Number   6

11   12   13   14   15   16

School District Census, By Age (continued)

24

29

School District Census, By Age (continued)

	17	18	19	20	
53	57 58	62 63	67 68	72	

30

Card Number: 7

31

Total Number of Students in the District, By Grade

Kindergarten	1st Grade	2nd Grade	3rd Grade	4th Grade	5th Grade
15	23	27 28	32 33	37 38	42 43	47 48	52

31

Total Number of Students in the District, By Grade (continued)

6th Grade	7th Grade	8th Grade	9th Grade	10th Grade
25	53	57 58	62 63	67 68	72 73	77

32

Card Number: 8

33

Total Number of Students (continued)

11th Grade	12th Grade
15	23	27 28	32

34 Record Type — 1 0 3

35 County Code

36 District Code

37 Filler — 0 0 0

38 Rec Cd. — 2

39 Site Number

40 Building Number

41 Unit Code

42 Filler — 0

43 Building Name

| 1 | 3 | 4 | 6 | 7 | 10 | 11 | 13 | 14 | 15 | 17 | 18 | 20 | 21 | 22 | 23 | 42 |

DATA COLLECTION FORM
ORGANIZATION HEADER INFORMATION

2. County Code _____   3. District Code _____   6. Site Number _____

4. Organization Code _____   7. Building Number _____

8. Building Unit Code _____

10. School Name _____

11. Address _____

_____

13. School Telephone Number _____
                              Area Code   Number

14. Principal's Name _____
                     Last Name   First Name   Middle Initial

15. Number of Days in Session _____

16. Total Number of Staff Members: Professional _____

                                     Technical/Ancillary _____

18. Total Number of Students by Grade (in this organization)

K_____ ,   1_____ ,   2_____ ,   3_____ ,   4_____ ,   5_____ ,

6_____ ,   7_____ ,   8_____ ,   9_____ ,   10_____ ,   11_____ ,

12_____ .

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INSTRUCTIONS FOR
ORGANIZATION HEADER

1. RECORD TYPE - 102

2. COUNTY CODE - a three-digit code supplied by the SEA.

3. DISTRICT CODE - a four-digit code supplied by the SEA.

4. ORGANIZATION CODE - this is an assigned number to identify an organization under
    a given administrator. This number is to be supplied by the state education
    association.

5. RECORD CODE - 3

6. SITE NUMBER - the number of the site on which the organization houses its admin-
    istrative office.

7. BUILDING NUMBER - the number of the building in which the administrative office
    of the organization is housed.

8. BUILDING UNIT CODE - the original building and all additions as coded below:

        0 - Original Building
        1 - First Addition
        2 - Second Addition, etc,

9. CARD NUMBER - 1

10. SCHOOL NAME - the name by which this organization is referred to locally,

11. STREET ADDRESS - the street address or Post Office Box number of the organization's
    administrative office.

12. CARD NUMBER - 2

13. TELEPHONE NUMBER - the area code and telephone number of the administrative
    office of the organization.

14. PRINCIPAL'S NAME - the full name of the administrative head of this organization.

15. NUMBER OF DAYS IN SESSION - the total number of days this organization is in
    legal session.

16. TOTAL NUMBER OF STAFF MEMBERS - the total full time equivalency number of pro-
    fessional and technical/ancillary staff members, to the nearest tenth of full time
    equivalency.

17. CARD NUMBER - ?

18. TOTAL NUMBER OF STUDENTS - the total number of students, by grade, administered
    by this organization.

33

1 Record Type `1 0 2`

2 County Code

3 District Code

4 Organization Code

5 Rec. Code `3`

6 Site Number

7 Building Number

8 Bldg Unit Code

9 Card No. `1`

10 School Name

11 Street Address

Card No. `2`

12 Telephone Number

13 Principal's Last Name

14 First Name M.I.

15 Number Days In Session

16 Total Staff — Professional Technical/Ancillary

Card No. `3`

17 Total Number of Students By Grade — Kindergarten 1st Grade 2nd Grade 3rd Grade 4th Grade

18 Total Number of Students By Grade (continued) — 5th Grade 7th Grade 9th Grade 10th Grade 11th Grade 12th Grade

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FACILITIES FILE

The MSEIP Facilities Subsystem contains data items about the physical properties of school facilities. It defined and interpreted specific categories of data needed by local, state, and national agencies about sites, buildings, spaces, equipment, and vehicles. The file structure includes the following records (Table 2): 1) Site Records - consists of the location, size, use and other general characteristics of a given site; 2) Building Record - there is a building record for each building unit which will be associated with the preceding site record; 3) Space Records - there is a space record for each space within a building unit. These records will also contain the adjuncts and built-in equipment in that space, and 4) Vehicle Record - there is one record for each district owned or leased vehicle.

The Facilities data file is much more static than the other subsystems. Care must be taken in the original collection of data to construct this file since there will be little need to change or update the records.

Table 2. FACILITIES FILE - RECORDS, SEQUENCE, SIZE, HIERARCHIAL STRUCTURE

Record Number	Name	Number of Cards	Number of Characters	Master Record to	Detail Record to
400	County			401	Directory
401	District			402,403	..0
402	Vehicle	1	42		401
403	Site	2	117	404,405	401
404	Use of Site	1	27		403
405	Building	4	304	406,407	403
406	Instructional Space	2	128	408,409	405
407	Service Space	1	44	409	405
408	Use of Instr. Space				406
409	Adjunct	1	33		406,407

Site Record

The site record is designed to collect and maintain data items on every site used for educational purposes. This is true whether or not the site has any improvements (buildings, etc.). Sites that are used by a district, but owned by another agency may be included in the system; however, a state may want to make the decision on this matter. It is the MSEIP philosophy that any site used by the district - playgrounds, parks, farms, etc. - should be included in order to show what is available to the district (ownership can be shown in the record).

At one time, it was the MSEIP's intent to maintain the site record by units or additions. A separate record would be maintained in the system each time a site was altered after all transactions that changed the site, its cost, and dates of acquisition or disposal. This, however, becomes difficult depending on when and where buildings and additions to buildings are constructed. Therefore, the site record is now a current record of the total site which is updated as transactions are made.

Prior to collecting site data, one should consider the fact that some data may not be available on some of the older sites owned by school districts. Thus, decisions should be made in advance of data collection - what to do in these cases. One must also consider the building records when making decisions about the site record and vice versa.

The number on the site collection form for record type, record code, and card number are important for the data input format. These codes are necessary for file sequencing and it is recommended that they appear on the collection form in order that they not be omitted during processing.

The following discourse is for the purpose of commenting on specific data items, by number and name, in which they appear on the collection form. If a data item does not appear below, it should be concluded that no special comments were appropriate.

2. COUNTY CODE: Unique three digit code assigned to the county. It may not be important to group districts by counties in some states, therefore, this position field would allow a state to group and code by regions, areas, legislative districts, etc.

3. DISTRICT CODE: Unique four digit code assigned to a school district. Thought should be given to this numbering system depending on the type of districts in a state. For example, a state which has elementary districts, secondary districts, unit districts, etc. may want to assign these different types of districts a specific range of numbers, whereas a state with only K-12 districts may want to assign the number alphabetically. Thought should also be given to skipping specific numbers when being originally assigned so as new districts are established, they may be fit in the proper position.

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4. SITE NUMBER: Although no specific recommendation has been made as to the uniqueness of the site number, it must be unique within a district and should not change even as sites (and/or additions) are bought and sold. A state may want the site numbers unique within the state, however, a three digit code would not suffice for this purpose. It would be desirable to have the site and building number relate to each other, but this is not always possible since a site may have none, one, or several buildings.

8-9. The fourth word in both of these definitions should be replaced with the word - number.

11. APPRAISED OR ESTIMATED CODE: There are two responses: 1 = Appraised; 2 = Estimated. In order to eliminate confusion it is suggested that number one be changed to "Formal Appraisal" and number two to "Estimated". There seems to be some problem about whether the administrator of a district can accurately appraise the property or site. By inserting "Formal Appraisal" it seems to indicate that some outside agency should make this appraisal.

12. APPRAISED OR ESTIMATED VALUE: Since cost data on sites purchased by a district many years ago or obtained free does not reflect the value of the site, the current value is requested. This is a six digit number to record the value or amount to the nearest whole dollar. This item should be updated as appropriate.

13. AREA OF SITE: Updated as additions or deletions are made. Area is recorded to the nearest tenth of an acre.

14. COST OF IMPROVEMENTS: Updated as improvements are made. Amount is recorded to the nearest whole dollar.

20. SITE LOCATION: This item is a problem because the same dat may not be available on every site. One should consider the use of this item before making the decision what to collect or even if to collect. Since it is usually the building location one is interested in and the building address is located in the uilding record, it seems realistic that this would influence what to collect or even if to collect the item at all. This item is a 35 character field and does extend the size of the record.

31. USE OF SITE: This is another item that should come under close scrutiny before collecting. It depends whether or not the site has a building(s) and if it's the site or building that is of interest. The kind of building and services provided within a building are collected in the building record. This item is more important to know the use of sites per se or sites without buildings. The present MSEIP system is designed to allow multiple selection of the codes for this item. The number of selections are not limited to four which appear on the sample collection form; one merely has to use the next line down to enter more uses (the left part of this same line should be left blank). Because of this flexibility, however, it lends itself to inefficient design of the card input format as well as inefficient use of file storage.

In order to gain compatibility between this item, "Type of Supporting Services Facility", and the "Kind of Building" as found on the Building Record, the following additions should be made to this listing: 23 = Bus Garage; 24 = Stadium; 25 = Storage; 26 = Barn.

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DATA COLLECTION FORM
SITE RECORD

This form developed for MSEIP
demonstration in South Dakota

- COLORADO - ILLINOIS - SOUTH DAKOTA - NORTH DAKOTA - OHIO -   NEBRASKA -

MIDWESTERN STATES
EDUCATIONAL INFORMATION
PROJECT

- MICHIGAN -   KANSAS - MISSOURI - IOWA - MINNESOTA - WISCONSIN

Record Type
4 0 3

County	District

	1	2	3	4	5	10	11	12	13	14	15	16		17		18	19	20	21	25	31 Use of Site			
Site Number				RecordCode	Card Number	Appraised orEstimated	Appraised or Estimated Value	Area of Site	Cost of Improve-ments	Cost of Site	Date of Acquisition Year/Month		Date of Disposal Year/Mon		Ownrshp	Card Number	Site Location	Record Type	RecordCode	01	02	03	04
				1	01											02		404	2				
				1	01											02		404	2				
				1	01											02		404	2				
				1	01											02		404	2				
				1	01											02		404	2				
				1	01											02		404	2				
				1	01											02		404	2				

INSTRUCTIONS FOR
SITE RECORD

1. RECORD TYPE - 403

2. COUNTY CODE - a three-digit code supplied by the SEA.

3. DISTRICT CODE - a four-digit code supplied by the SEA.

4. SITE NUMBER - this is a three-digit number assigned by the district. Each site,
   whether or not it has a structure, should be assigned a number.

5. RECORD CODE - 1

6. FILLER - 000

7. FILLER - 0

8. FILLER - 0000

9. SUBRECORD CODE - 0

10. CARD NUMBER - 01

11. APPRAISED OR ESTIMATED CODE - this code designates how the value of the site was
    determined.

        1 - Appraised
        2 - Estimated

12. APPRAISED OR ESTIMATED VALUE - this amount is expected to be the current value
    of the site according to the best available information.

13. AREA OF SITE - a five-digit number showing the total number of developed and
    undeveloped acres in a site unit (original and all additions) to the near
    tenth, including areas occupied by buildings, walks, drives, parking facilities,
    and other improvements to the site.

14. COST OF IMPROVEMENTS TO SITE - a five-digit code showing the cost of a site
    improvement including the contract amount for contract work and salaries and
    other expenses for work done by district employees, plus any other expenses
    connected with any initial installation or extension of a site improvement.
    It also includes the cost of any special assessments against the school district
    for capital improvements on or off the site, such as streets, curbs, and drains
    on or adjacent to the site, and any easements involved.

15. COST OF SITE - a five digit code that indicates the cost of a site as maintained
    in the records of the owning unit. It is the actual cost to that district.

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16. DATE OF ACQUISITION - the year and month in which the owning school district consummated the transfer of ownership of the land. If dates are unknown they should be estimated. For leased or rented property, the dates are those on which the lease or rent begins.

1.. DATE OF DISPOSAL - the year and month in which each piece of land in a s: : was sold or otherwise disposed of so that the school district no longer retained it for any purpose.

18. OWNERSHIP OF LAND - ownership of land is shown on a record form with a designation selected from codes below:

   1 - District Owned   4 - Other Public Ownershi.
   2 - Municipally Owned   5 - Nonpublicly Owned
   3 - Authority Owned

19. CARD NUMBER - 02

20. SITE LOCATION - the location of each site should be listed. This may be done in one of two ways as described. If a site has a postal street address this is sufficient. If, however, a site does not have a postal address then the legal deed description will suffice.

21. RECORD TYPE - 404

22. COUNTY CODE - a three-digit code supplied by the SEA.

23. DISTRICT CODE - a four-digit code supplied by the SEA.

24. SITE NUMBER - this is a three-digit number assigned by the district. Each site, whether or not it has a structure, should be assigned a number.

25. RECORD CODE - 2

26. FILLER - 000

27. FILLER - 0

28. FILLER - 0000

29. SUBRECORD CODE - 0

30. DETAIL NUMBER OF THE SITE RECORD - a consecutive line number assigned to each entry which will indicate the total number of uses of each site.

31. USE OF SITE - instructional and supporting services - the use of a site is shown by indicating the type of plant or building located on it, or, if the site is vacant, the purpose of which it is used.

   A supporting services facility is a piece of land, a building, or part of a building that services more than one school plant or is not a part of any given

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sch__l p'_nt. In some instances, a facility which is definitely part of one school p__nt may also be used by pupils from another school plant. For example, a high _chool cafeteria may also be used by pupils from a nearby elementary school __ant. Such a facility would not be classified as a supporting services facili__ but would be accounted for as part of the school plant by which it is used ___ major portion of the time.

The ty__ of school plant on a site or under construction on a site is shown on a reco_d form with a designation selected from the following codes (multiple uses if desir_d):

01 - Elementary School Plant
02 - Secondary School Plant
03 - Combined Elementary &
     Secondary School Plant

04 - Community College Plant
05 - Combined Secondary School
     & Community College Plant

The type of supporting services facility on a site or under construction on a site is shown on a record form with a designation selected from the codes below (multiple uses if desired):

07 - Administration Building
08 - Instruction Building
09 - Pupil Transportation Building
10 - Maintenance Building
11 - Warehouse
12 - Food Services Building
13 - Student Dormitory
14 - Living Quarters for Professional
     Personnel
15 - Living Quarters for Service
     Personnel

16 - Public Library Building
17 - Playground Building
18 - Community Services Building
19 - Investment Building
20 - Other Building
21 - Vacant Site in Use
22 - Miscellaneous Educational
     Site
99 - Other Site

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FILE LAYOUT - SITE RECORD

1 — Record Type: 4 0 3
2 — County Code
3 — District Code
4 — Site Number
5 — Acc. Code: 1
6 — Filler: 0 0 0
7 — Fill.: 0
8 — Filler: 0 0 0 0
9 — Sub-Rec. Code: 0
10 — Card Number: 0 1
11 — App. Est. Code
12 — Appraised or Estimated Value
13 — Area of the Site
14 — Cost of Improvement to Site
15 — Cost of the Site
16 — Acquisition Date: Year Month
17 — Date of Disposal: Year Month
18 — Own. of Land
19 — Card Number: 0 2
20 — Site Location
21 — Record Type: 4 0 4
22 — County Code
23 — District Code
24 — Site Number
25 — Rec. Code: 2
26 — Filler: 0 0 0
27 — Fill: 0
28 — Filler: 0 0 0
29 — Sub-Rec. Code: 0
30 — Detail No., Use of Site
31 — Use of Site

37

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Building Record

The building record is designed and intended to collect building data by the unit or addition. Spaces are provided on the sample collection form for the original building and up to three additions. These data are maintained in the system by building unit. Thus, it is possible to differentiate between part of a building built in 1900 and an addition to the building added in 1970. This is especially important when one considers the characteristics of buildings and additions and the types of spaces in each. There is no question that this procedure complicates the system and the data collection techniques, but after much committee deliberation, it was decided to be necessary if the information produced from the data is going to be meaningful.

One could certainly be overwhelmed by the number of data items requested by each building unit. A state will again want to specifically examine its needs and uses of these items before collecting data. However, one should also realize that these data are basically "one-time" items - that is, they rarely need updating after the original collection, except of errors and updating for building alterations or remodeling. Items that are not needed by an individual state can merely be omitted from the collection form without changing the field sizes or positions. Space would be saved for omitted items in the file and they could be entered later.

It should also be noted that the name of the building is not carried in the building record; however, the building number and name is carried in the district header portion of the file.

As a state implements the building record, it should be aware that certain items - dates, costs, etc. will not be available for old buildings. In fact, even though a number should be assigned to each building, perhaps a state might only collect most of the items on buildings constructed after a given year.

The fixed positions or fields on the illustrated building collection form (eg. record type, record code, card number, etc.) are necessary to the input data format for file sequencing. It is recommended that they be included on the collection form in order to assure the inclusion when processed.

2. COUNTY AND DISTRICT CODE: See Site Record, page 30.

4. SITE NUMBER: See Site Record, page 31.

6. BUILDING NUMBER: Although no specific r commendation was previously made by the MSEIP as to building numbers, it should be of concern by a state educational agency. The three digit field in the MSEIP is designed to be unique within a district and thereby combining the county-district code with the building number, it would be unique within the state. However, this may not be convenient or meet the needs of all users of the system; therefore, a unique building number within a state might be desirable.

An implementing state should consider giving each building a unique number (hence, the three digit field would have to be increased). It is felt that this is

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especially true, and will become more critical in the future, when one considers the complexity and confusion between a "school" (an organization of an administrative head, staff, and pupils) and a "building" (an attendance center). It is not the purpose here to go into a lengthy discussion of these terms, but one must not ignore the differences when collecting data and implementing a system. The matter is further complicated by the fact that various combinations exist - a "building" may house one, two, or more "schools" and yet a "school" may be located in one, two, or more "buildings". If considerations of the site are added to the discussion, it becomes even more complex.

The resulting decision, fortunately, is more clear than the discussion - buildings should be assigned a unique number by the state agency and the local districts cooperatively. Consideration should also be given the year or grades housed in a building. This item is not asked in the MSEIP building record, but can be obtained through the Instructional Programs file by summarizing the courses offered. However, this is time consuming and inefficient so if one decides it is necessary to know what grades are housed in a building, perhaps the item should be added to the system. The real problem stems from the fact that our traditional terminology - elementary, middle, junior high, secondary, etc. are not well defined, e.g. knowing that a building is an elementary building does not tell what grades are in the building.

15. DATE OF DISPOSAL: This field would, of course, be blank until the building is sold or razed. When this date is entered, it should key the system to eliminate the record or transfer it to a historical file depending on the desire of the users. The data about a building could be entered into the system at any desired time - when contracts are let, when construction is completed, final acquisition, or when classes start. Perhaps it should be entered from the specifications when contracts are let and then reports could be made available of facilities under construction.

18. KIND OF BUILDING: This item is intended to collect the primary function of the building. For regular schools, 01 - Instructional Building should be coded, whereas the other codes are for other specific buildings. Other choices can be added as needed by a state agency. It should be noted that this item and item 61 could be combined by adding all the choices of item 66 in place of 01 - Instructional Building (of course the codes would need to be renumbered). To maintain the compatibility with the Site Record, the following responses should be added: 13 = Barn; 14 = Public Library Building; 15 = Maintenance Building; 16 = Playground Building; 17 = Community Services Building; 18 = Investment Building.

19. MOBILITY OF BUILDING: This item is not well defined. The intent is quite clear, but acceptable definitions are not in consistent use for buildings classified as temporary and portable, but set on temporary/permanent foundations. No solution is offered for the portable (temporary) classrooms - when does a classroom become a building and vice versa? Do they receive building numbers, or are they additions or spaces? A state should specifically define these terms in advance and benefits might be received from the previous effort made by the State of Kansas.

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27. STRUCTURAL SYSTEM: This item as stated cannot be collected since one cannot report about all walls (being load bearing) at the same time. Some walls are likely to be non-load bearing while others could not be. This item would probably be more appropriate to the space and the space record than to the building. It could be moved to the space record and deleted from the building record.

28. APPRAISED OR ESTIMATED CODE: Should read 1 = Formal appraisal; 2 = Estimated.

29. APPRAISED OR ESTIMATED VALUE: This definition should read as follows: "The amount entered in dollars is expected to be the current value of the building according to the best available information. This might be a formal appraisal, a concensus of local authorities, or an estimate made by the superintendent."

30-42. COST DATA: In the MSEIP System the cost data is requested for each contract and/or service. However, in some states that may not be possible, available, or desirable. Therefore, these data should be revised to meet state requirements. This is especially true for items 37, 40, and 41 - heating, plumbing, and ventilation - which may be grouped into one sum and labeled "Mechanical". The total cost item is added as a validity check or to use if individual costs are not available.

50. It is suggested that the current codes do not allow for the variety needed to determine the Extent of Cooling within a single structure. Therefore, the following codes are proposed:

    0 = No cooling
    1 = Entire building cooled
    2 = Instructional section cooled
    3 = Part of the instructional section cooled
    4 = Administrative section cooled
    5 = Part of the administrative section cooled
    6 = Instructional section and part of administrative section cooled
    7 = Administrative and part of instructional section cooled
    8 = Part of instructional section and all of administrative section cooled
    9 = Other

In the second category in this item, Type of Cooling System, add the code: 0 = No cooling system.

55. TELEVISION SYSTEM: Add the code 0 = None available.

56. SOURCE OF HEAT FOR HEATING SYSTEM: This item is intended to collect the method for the primary heating source. If a secondary source is desired another similar item would have to be added.

62. TYPES OF SUPPORTING SERVICES IN BUILDING: This item has proven to be misunderstood by most people completing the building record. It is intended to mean district-wide services and not just for the one building. The value of the item is questionable.

66. TYPE OF SCHOOLS IN BUILDING: This item should perhaps seek what grades are in the building rather than the type or organization since there may be only a part of an organization (school) in a building or there may be two or more organizations in a building. See comments for items 4 and 18 in this record.

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DATA COLLECTION FORM
BUILDING RECORD

This form developed for MSEIP

demonstration in South Dakota.

MIDWESTERN STATES
EDUCATIONAL INFORMATION
PROJECT

COLORADO - ILLINOIS - SOUTH DAKOTA - NORTH DAKOTA - OHIO

- NEBRASKA -

- MICHIGAN -

KANSAS - MISSOURI - IOWA - MINNESOTA - WISCONSIN

Record Type | County Code | District Code

| 4 | 0 | 5 |

Site Number | Rec. Code | Building Number

| 3 |

Address of Building

11

Columns 7–32 (Building Unit section)

Avail. of Building; Card Number; Date of Acquisition (Year, Month); Date of Construction Contract (Year, Month); Date of Disposal (Year, Month); Number of Elevators; Fire Rating; Kind of Building; Mobility of Bldg.; Ownership of Bldg.; Card Number; Exterior Wall; Floor Framing; Interior Frame; Roof Deck; Roof Framing; Structural System; Appraised Code; Appraised or Estimated Value; Cost of Architectural and Engineering Services; Cost of Built-In Equipment; Cost of Educational Consultative Services

01											02
01											02
01											02
01											02

Columns 33–45

Cost of Electrical Contract; Cost of Fiscal Services Fees; Cost of General Contract; Cost of Heating Contract; Card Number; Cost of Legal Services; Cost of Miscellaneous Services; Cost of Plumbing Contract; Cost of Ventilation Contract; Total Cost of Building; Fire Protection (Adq. Water Supply; Number of Automatic Sprinkler Heads)

		03		
		03		
		03		
		03		

43 44 45

Columns 46–67

Fire Protection; Number of Fire Alarm Boxes; Number of Fire Call Boxes; Number of Fire Extinguisher Stations; Number of Fire Hose Cabinets; Cool. Sys.; Type; Vent System Type; Card Number; Communication Sys. in Bldg. (multi. use); Elect. and Comm. System; Water & Sewage Dsp./Alt. Sys.; Type; Source; Type; Area of Basement; Area of Disaster Shelter; Gross Floor Area of Building Facility; No. of Stories or Bldg.; Type of Schools in Bldg.; Rated Pupil Capacity; Types of Supporting Services in Building

04																	0	1	0	2	1	0	3	0	4
04																									
04																									
04																									

66 67

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INSTRUCTIONS FOR
BUILDING RECORD

1. RECORD TYPE - 405

2. COUNTY CODE - a three-digit code supplied by the SEA.

3. DISTRICT CODE - a four-digit code supplied by the SEA.

4. SITE NUMBER - the number assigned by the district. Each site, whether or not it has a structure, should be assigned a number.

5. RECORD CODE - 3

6. BUILDING NUMBER - unique building number assigned by the school district or other educational agency.

7. BUILDING UNIT NUMBER - the original building and all additions as coded below:

   0 - Original Building
   1 - First Addition
   2 - Second Addition, etc.

8. FILLER - 00000

9. SUBRECORD CODE - 0

10. CARD NUMBER - 01

11. ADDRESS OF BUILDING - legal street address of the building

12. AVAILABILITY OF BUILDING - the extent to which a building is available for occupancy, selected from the following codes:

   1 - Available for Complete Occupancy
   2 - Available for Partial Occupancy
   3 - Abandoned for Occupancy

13. DATE OF ACQUISITION - year and month in which the owning school district consummated the transfer of ownership of an existing building or the acceptance of a new structure.

14. DATE OF CONSTRUCTION CONTRACT OF BUILDING - year and month the construction contract for the building unit (original and all additions) was signed with the contractor.

15. DATE OF DISPOSAL - year and month building was sold or otherwise disposed of.

16. NUMBER OF ELEVATORS - number of elevators installed for the purpose of conveying passengers to different levels within a building.

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17. FIRE RATING - use the codes listed below:

    1 - Fire Resistive Building
    2 - Semi-Fire Resistive Building
    3 - Combustible Building
    4 - Mixed Construction

18. KIND OF BUILDING - use the codes listed below:

    01 - Instruction Building
    02 - Central Heating Building
    03 - Central Cooling Building
    04 - Central Cooling and Heating Building
       - Student Dormitory
    06 - Living Quarters for Professional Personnel
    07 - Living Quarters for Service Personnel
    08 - Stadium
    09 - Field Building
    10 - Food Service Building
    11 - Bus Garage
    12 - Warehouse
    99 - Other Building

19. MOBILITY OF BUILDING - use the codes listed below:

    1 - Permanent Building
    2 - Portable Building

20. OWNERSHIP OF BUILDING - use the codes listed below:

    1 - District Owned
    2 - Municipally Owned
    3 - Authority Owned
    4 - Other Public Ownership
    5 - Nonpublicly Owned

21. CARD NUMBER - 02

22. EXTERIOR WALL - construction materials that form the composition of the exterior wall. Codes:

    1 - Wood
    2 - Masonry - built-up construction or combination of building units of such materials as clay, concrete, or stone, set in mortar or masonry cement.
    3 - Metal
    4 - Panel Wall - a non-bearing wall built between columns in skelton construction and wholly supported at each story. (Called curtain walls - glass, gypsum, etc.)
    9 - Other

23. FLOOR FRAMING - construction materials that form the framing of the floor. Codes:

    1 - Wood Framing - wood joints supporting wood subfloor and a matched wood finished floor.
    2 - Concrete on Grade
    3 - Wood on Steel - wood subfloors supported by girders running between columns.
    4 - Concrete Slab on Steel Framing
    5 - Concrete Slab on Concrete Framing
    6 - Steel on Steel
    9 - Other

24. INTERIOR FRAME - (division walls) - construction materials that form the framing of the fixed interior walls. Codes:

    1 - Wood Frame
    2 - Masonry
    3 - Metal
    9 - Other

25. ROOF DECK - the portion of the roof construction to which the roof covering or roofing is appl d and through which the loads on the roof are transmitted to the girders, frames, etc. Codes:

    1 - Wood
    2 - Other Combustible Materials
    3 - Metal
    4 - Other Noncombustible Materials

26. ROOF FRAMING - construction materials that are used in the framing of the roof. Codes:

    1 - Wood
    2 - Steel
    3 - Concrete
    9 - Other

27. STRUCTURAL SYSTEM - (bearing walls and materials) - the support of the building made up of interdependent parts in a definite pattern of organization. The principal structure of the building is described below.

    System (first position under structural system)
        1 - Load Bearing Walls - side of a room or building connecting the floor and ceiling or foundation and roof in support of the roof. Supports horizontal load in addition to its own weight.
        2 - Non-Load Bearing Walls

    Materials (second position under structural system)
        1 - Steel - type of construction in which the load of the building is carried on a steel framework.
        2 - Concrete - type of construction in which the load of the building is carried on a reinforced concrete skeleton or framework.

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3 - Laminated Wood - frame of heavy beams for support; solid or made in layers of pressed wood.

4 - Wood - that type in which walls, partitions, floors, and roof are mainly of wood.

5 - Other - other materials that make up the principal structure of the building.

28. APPRAISED OR ESTIMATED CODE - this code designates how the value was determined.

1 - Appraised
2 - Estimated

29. APPRAISED OR ESTIMATED VALUE - this amount is expected to be the current value of the site according to the best available information. It might be a formal appraisal, a consensus of local authorities, or an estimate made by the superintendent.

30. COST FOR ARCHITECTURAL AND ENGINEERING SERVICES - the cost of architectural plans, drawings specifications, legally-required plan approval, topographical surveys, test borings, and other surveys made in the preparation of building plans, including salaries of school district architects assigned to the project. Costs for preliminary studies made prior to the fiscal year in which definite authority was received to proceed with construction are not capitalized and, therefore, not included under this account. Fees, if any, paid to architects for writing specifications for movable equipment are not included here.

31. COST OF BUILT-IN EQUIPMENT - cost of equipment built into the building. This would include equipment that is an integral part of the building and permanently attached. Items collected about Built-In Equipment are the description, number of units, date acquired, and total cost.

32. COST FOR EDUCATIONAL CONSULTATIVE SERVICES - the cost for consultative services rendered in connection with the construction of a building that are aimed at fitting a building to a school's educational program and are not classifiable under Cost For Architectural and Engineering Services and Cost For Legal Services. Costs for such services rendered prior to the fiscal year in which definite authority was received to proceed with construction are not capitalized, and, therefore, not recorded under this account.

33. COST OF ELECTRICAL CONTRACT

34. COST OF FISCAL SERVICES FEES - cost of services rendered by financial consultants in evaluating the financial resources of the district, the increase in millage rates on the proposed bond issue, preparing brochures for educational purposes during the bond issue campaign, preparing bond sale brochures which give the financial status of the district, rating the bonds, then evaluating the bond market condition, and, after the bids are in, evaluating and rating the interest rates.

35. COST OF GENERAL CONTRACT - general construction contract plus extras to the contractor and less credits.

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36. CARD NUMBER - 03

37. COST OF HEATING CONTRACT

38. COST OF LEGAL SERVICES - the cost for legal services rendered in connection with the construction of a building, including salaries of school district legal personnel assigned to the project. Costs for legal services rendered prior to the fiscal year in which definite authority was received to proceed with the construction are not capitalized and, therefore, not included under this account. Fees for legal services in connection with a bond issue are not recorded here.

39. COST OF MISCFLLANEOUS SERVICES - costs incurred in connection with the construction and acquisition of a building that are not classifiable under Contract Cost of Building, Cost For Legal Services, Cost For Architectural and Engineering Services, or Cost For Educational Consultative Services; such as advertisements for contracts, expenses connected with the sale of bonds, and building permits.

40. COST OF PLUMBING CONTRACT

41. COST OF VENTILATION CONTRACT

42. TOTAL COST OF BUILDING

43. ADEQUATE WATER SUPPLY FOR FIRE PROTECTION -

    1 - Yes
    2 - No

44. HEAT-SMOKE DETECTION SYSTEM -

    1 - Yes
    2 - No

45. NUMBER OF AUTOMATIC SPRINKLER HEADS

46. NUMBER OF CALL BOXES

47. NUMBER OF FIRE ALARM BOXES

48. NUMBER OF FIRE EXTINGUISHER STATIONS

49. NUMBER OF FIRE HOSE CABINETS

50. COOLING SYSTEM -

    Extent of Cooling System - use the following codes:
    1 - Whole Building Cooled
    2 - Instructional Section Cooled
    3 - Administrative Section Only
    9 - Other - all other cooling of spaces that are not classified above

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Type of Cooling System - use the codes listed below:
1 - Central Cooling System
2 - Local Zone Cooling System - using two or more cooling units, each for a separate part of the building
3 - Individual Cooling Units - a system consisting of room or space coolers in each room to be cooled

Ventilating System in Building (Type) - select the principal system used and code as listed below:
1 - Window Ventilation
2 - Gravity Ventilation
3 - Mechanical Exhaust Ventilation
4 - Mechanical Supply Ventilation
5 - Total Mechanical Ventilation

51. CARD NUMBER - 04

52. COMMUNICATION SYSTEM IN BUILDING - use the codes below:

1 - Telephone System - telephone in each classroom
2 - Speaker System - speaker in each classroom
3 - Combination Speaker-Telephone System
4 - Program System - system having mechanical or electronic time signal devices at necessary stations in a building
5 - Code Call System - system having call stations at strategic locations in the building to call personnel by means of sound, light, or other signals

53. EMERGENCY ELECTRICAL SYSTEM - a lighting system installed for emergency use in case of failure of the main electrical system -

1 - Yes
2 - No

54. SOURCE OF MAIN ELECTRICAL SYSTEM - use the codes listed below:

1 - Municipal Source
2 - Private Source
3 - Total Energy

55. TELEVISION SYSTEM - use the codes listed below:

1 - Television Receiving System
2 - Program-Oriented Provisions
3 - Both Origination and Receiving

56. SOURCE OF HEAT FOR HEATING SYSTEM - use the following codes:

1 - Wood   4 - Oil
2 - Coal   5 - Electricity
3 - Gas, including natural and liquid   6 - Heat Pump
    petroleum   9 - Other

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57. TYPE OF HEATING SYSTEM -

  First Code Position
   1 - Central
   2 - Local Zone Heating

  Second Code Position
   1 - Radiators and Convectors
   2 - Unit Ventilators
   3 - Gravity Warm Air Furnace
   4 - Fan Blast or Forced Air
   5 - Radiant Panel
   6 - Split System
   7 - Room Fired Heaters

58. OWNERSHIP OF SEWAGE SYSTEM - use codes listed below:

   1 - School District
   2 - Public
   3 - Private

59. SEWAGE TREATMENT AND DISPOSAL SYSTEM - use codes listed below:

   1 - Public System
   2 - Open Lagoon System
   3 - Septic Tank System
   9 - Other

60. SOURCE OF WATER - use codes listed below:

   1 - Municipal Water System
   2 - Drilled Well
   3 - Dug Well
   9 - Other

61. AREA OF BASEMENT - the area in square feet of all floors that a   alow grade
level on all sides and having standing room of at least 6 feet 6 inches.

62. AREA OF DISASTER SHELTER - size in square feet of the area that has been designated
as a disaster shelter.

63. GROSS FLOOR AREA OF BUILDING FACILITY - the sum of the areas on all floor levels
which have a clear standing head room of 6 feet 6 inches regardless of their use.

64. NUMBER OF FLOORS (STORIES) OF BUILDING - total number of floors in the building.

65. RATED PUPIL CAPACITY (applicable only to building designed for use as instruc-
tional buildings) - the pupil capacity of a building as rated by the architect,
superintendent, or other persons. This should be based on regular day, single
sessions.

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66. TYPES OF SCHOOLS IN BUILDING - use the codes listed below, use combinations when necessary.

01 - Elementary School
02 - Junior High School
03 - Incomplete High School
04 - Four Year High School
05 - Senior High School
06 - Junior-Senior High School
07 - Undivided High School - a secondary school, served by one faculty and one principal, that includes more than four grades
08 - Vocational or Trade High School
09 - Community College
10 - Special School for Exceptional Children
11 - K-12 School
99 - Other

67. TYPES OF SUPPORTING SERVICES IN BUILDING - supporting services consist of activities of a school district that are not limited to one school plant. Use the codes or combinations of codes as listed below:

01 - Administrative Services
02 - Instructional Services
03 - Pupil Transportation Services
04 - Maintenance Services
05 - Warehouse Services
06 - Food Services
07 - Student Dormitory
08 - Living Quarters for Professional Personnel
09 - Living Quarters for Service Personnel
10 - Public Library Services
11 - Playground Services
12 - Community Services
13 - Investment Building (acquired for investment purposes)
99 - Other

55

FILE LAYOUT - BUILDING RECORD

1. RecordType 4 0 5
2. County Code
3. District Code
4. Site Number
5. Rec. Code 3
6. Building Number
7. Bldg. Unit No. / Filler 0 0 0 0
8. Filler
9. Sub. Rec. Code 0
10. Card Number 0 1
11. Address of the Building
12. Avail Bldg.
13. Date Acquisition — Year / Month
14. Date, Construction Contract — Year / Month
15. Date of Disposal — Year / Month
16. No. of Elev.
17. Fire Rat.
18. Kind of Bldg.
19. Mobil of Bldg.
20. Own. of Bldg.
21. Card Number 0 2
22–27. Construction and Materials: Ext. Wall | Floor Fram. | Inter. Fram. | Roof Deck | Roof Fram. | Struc. System
28. App./Est. Code
29. Appraised or Estimated Value
30. Cost of Architectural & Engineering Services
31. Cost of Built-In Equipment
32. Cost of Educational Consultant Services
33. Cost of Electrical Contract
34. Cost of Fiscal Services Fees
35. Cost of General Contract

FILE LAYOUT - BUILDING RECORD (cont.)

36 Card Number | 0 3

37 Cost of Heating Contract

38 Cost of Legal Services

39 Cost of Miscellaneous Services

40 Cost of Plumbing Contract

41 Cost of Ventilation Contract

42 Total Cost of Building

Fire Protection System
43 44 45 46 47 48 49
Adeq.Water | Ht./Sm.Detec | No.Automatic Sprinkler Heads | No.Call Boxes | No.Alarm Boxes | No.Extinguisher Sta | No.Hose Cabinets

Cooling System
50
Ext.of Sys. | Sys.Type | Vent.Sys.

51 Card Number | 0 4

Elec. & Comm. System in Building
52 53 54 55
Communication System | Emer.Source Sys. | TV Sys.

Heat System
56 57
Sou.Heat | Type of Heat System

Sew.Dis.Water Sup
58 59 60
Owner Sys. | Treat.Disp. | Sou.Water

61 Area of Basement

62 Area of Disaster Shelter

63 Gross Floor Area of Building Facility

64 No. Floors of Bldg.

65 Rated Pupil Capacity

66 Type School in Bldg.

Types of Supp.Serv. in Building
67
01 | 02 | 03 | 04

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Space Record

The space records are designed to allow every space to be identified by number and described by certain data items according to the type of space. All space records are controlled and sequenced by a series of identifying codes - county, district, site, building, and building unit. Every space that is to be individually accounted for must be assigned a number; however, spaces that are considered adjuncts in a space do not need a number. State and local officials should work cooperatively in assigning a proper numbering system for the spaces in a building.

Originally the MSEIP System collected data on administrative-instructional spaces and service spaces on the same form, but because of the differences in the items desired about each, two separate forms are illustrated.

The following comments for specific data items refer to the one listed and numbered on the Administrative and Instructional Space form.

The fields - record type, record code, subrecord code, card number, are important to the input data format and file sequencing. It is recommended that these appear on the collection forms in order not to be omitted during processing.

7. BUILDING UNIT: The building unit for each space should be entered as to where the space is located. See the Building Record for a discussion of this item.

11. NAME/TYPE OF SPACE: During the collection of data for the demonstration, it was discovered that many types of spaces were not named or properly assigned to allow people to select adequately.

In order to allow for more flexibility, it is suggested that instructional and administrative spaces be coded in the 40 and 50 range, service spaces be moved to the 60 and 70 ranges, and circulation spaces from 80 to 99. This would allow for additional expansion of the administrative spaces, service spaces, and circulation spaces. The following lists contain suggestions of spaces that might be added to the present list.

Instructional Spaces:
27 = Laboratory Science
28 = Music, Band
29 = Music, Vocal
30 = Music, Practice
31 - Planetarium

44 = Business Manager's Office
45 = Board of Education Room
46 = Assistant Principal's Office
47 = Assistant Superintendent's
     Office

Service Spaces:
60 = Cafeteria (or lunch room)
61 = Shower Room
62 = Teachers Room
63 = Toilet Room
64 = Boiler Room

65 = Janitor's Office
66 = Janitor's Closet (storage)
67 = Fuel Room
68 = Maintenance Room
69 = Elevator Machine Room
79 = Other Service Space

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Circulation Spaces:
   80 = Covered Entry Way   84 = Outside Corridor
   81 = Inside Foyer   85 = Covered Passageway Outside Building
   82 = Lobby Area   86 = Single Direction Stairway
   83 = Inside Corridor   87 = Double Direction Stairway
                                   99 = Other Circulation Space

15. AREA OF WINDOWS: This item is one of concern. It is not an easy one to obtain and is usually at best an approximation. It is also doubtful if it really gets to the problem. Knowing there are windows is one thing, but knowing the extent of light from them that can be controlled is another.

16. LIGHTING: In collecting this item, one should realize that light meters are not commonly found in all districts or buildings. Also the procedures for measuring - open shades, bright sunlight, artifical lights on, bright spots, dark spots, should be made as consistent as possible. Several readings should be taken and then averaged.

17. WALL FLEXIBILITY: See item 27, Building Record, page 40. It is here, if at all, load bearing walls might be considered.

21. BUILT-IN EQUIPMENT: The built-in equipment record was designed to identify the equipment placed in a space that would differentiate the space from a regular instructional space (classroom) - science laboratories, reading language laboratories, business machine rooms, homemaking, shop. Whereas, one could conceive that it would be important to relate the kind and amount of equipment to pupil learning, it must also be realized that collection of these data create extreme hardships on state and local officials. Therefore, it is doubtful if a state would assign a high priority to this record until higher priorities were fully operational. Due to limited MSEIP resources, card 02 was not included in the data collection for the demonstration in South Dakota; this eliminated all data regarding built-in equipment.

34. TYPE OF ADJUNCTS: The following changes should be made to clearly define types of adjuncts found in modern buildings.

Change:
   06 = Conference Room (office, preparation work) to Counselor's Suite
   17 = Lounge (Counselor's Suite) to Laboratory

Add:
   33 = AV Viewing Room   37 = Preparation Room
   34 = General Office   38 = Stage
   35 = Maintenance Room   39 = Storage Room
   36 = Paint (finishing) Room   40 = Waiting Room

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DATA COLLECTION FORM
ADMINISTRATIVE AND INSTRUCTIONAL

SPACES RECORD

This form developed for MSEIP
demonstration in South Dakota

- MICHIGAN -

COLORADO - ILLINOIS - SOUTH DAKOTA - NORTH DAKOTA - OHIO

MIDWESTERN STATES
EDUCATIONAL INFORMATION
PROJECT

KANSAS - MISSOURI - IOWA - MINNESOTA - WISCONSIN

- NEBRASKA -

	Record Type	County Code	District Code	Site Number	Rec Code	Building Number
	4 0 6				3	
	1	2	3	4	5	6

Record Type: 4 0 6

	Building Unit	Space Number	Sub Record Code	Card Number	Type of Space	Dimensions of Space			Floor Level	Air Conditioning	Area of Windows	Lighting	Finishes			
						Length	Width	Height					Wall Flexibility	Ceil ing	Floor	Wall
7		8	9	10	11	12			13	14	15	16	17		18	

Sub Record Code column values (top to bottom): 02, 01, 01, 02, 01, 01, 01, 01, 01, 01, 02

Card Number column: 1 repeated

Record Type	Sub Record Code	Adjunct Spaces								
		01			02			03		
		Type	Number	Area	Type	Number	Area	Type	Number	Area
24	32	34	35	36	34	35	36	34	35	36

Record Type column (top to bottom): 409, 409, 409, 409, 409, 409, 409, 409, 409, 409, 409
Sub Record Code column: 4, 4, 4, 4, 4, 4, 4, 4, 4, 4, 4

INSTRUCTIONS FOR
ADMINISTRATIVE AND INSTRUCTIONAL SPACE

1. RECORD TYPE - 406

2. COUNTY CODE - a three-digit code supplied by the SEA.

3. DISTRICT CODE - a four-digit code supplied by the SEA.

4. SITE NUMBER - this is a three-digit number assigned by the district. Each site, whether or not it has a structure, should be assigned a number.

5. RECORD CODE - 3

6. BUILDING NUMBER - unique building number assigned by the school district or other educational agency.

7. BUILDING UNIT NUMBER - the original building and all additions as coded below:

    0 - Original Building
    1 - First Addition
    2 - Second Addition, etc.

8. SPACE NUMBER - a four-digit number assigned by the local district to a space, this number must be unique within this building and building unit.

9. SUBRECORD CODE - 1

10. CARD NUMBER - 01

11. NAME/TYPE OF SPACE - select the appropriate code · the space described:

Instructional Spaces
01 - Agriculture
02 - Art
03 - Auditorium
04 - Cafetorium
05 - Commercial (typing, etc.)
06 - Gymnasium
07 - Gymnatorium
08 - Home Economics
09 - Kindergarten
10 - Laboratory, biology
11 - Laboratory, chemistry
12 - Laboratory, language
13 - Laboratory, physics
14 - Laboratory, reading
15 - Library
16 - Media Center
17 - Multipurpose
18 - Music

    - Regular Classroom
    - Shop, agriculture
    - Shop, electrical
    2 - Shop, metal
    23 - Shop, wood
    24 - Shop, general
    25 - Special for Execptional Children
    26 - Study Hall
    39 - Other Instructional Space

Administrative Spaces
    40 - Guidance Space
    41 - Health Services
    42 - Principal's Office
    43 - Superintendent's Office
    49 - Other Administrative Space

12. DIMENSIONS OF THE SPACE - length, width, and height of the space, to the nearest foot.

13. FLOOR LEVEL - the floor level on which the space is located as coded below:

    0 - Basement
    1 - First Floor
    2 - Second Floor

    3 - Third Floor
    4 - Fourth Floor, etc.

14. AIR CONDITIONING - use codes listed below:

    1 - Yes
    2 - No

15. AREA OF THE WINDOWS - the square footage of windows in the space.

16. LIGHTING - average number of footcandles at desk level.

17. WALL FLEXIBILITY - use codes and definitions listed below:

    0 - Does Not Apply (fixed walls)
    1 - Operable, a wall that can be opened and closed readily; for example, folding or sliding walls
    2 - Demountable, a wall that can be demounted, disassembled, moved, and remounted.

18. FINISHES - use codes listed below:

    Ceiling
    1 - Plaster
    2 - Acoustical Plaster
    3 - Masonry
    4 - Wood

    5 - Metal
    6 - Acoustical Panels
    7 - Fiber Board
    9 - Other

    Flooring (Surface)
    1 - Concrete
    2 - Wood
    3 - Resilient Tile
    4 - Ceramic Tile

    5 - Terrazzo
    6 - Carpet
    7 - Clay Tile
    9 - Other

    Walls
    1 - Plaster
    2 - Concrete Block
    3 - Tile
    4 - Brick
    5 - Wood

    6 - Metal
    7 - Fiber Board
    8 - Glass
    9 - Other

19. CARD NUMBER - 2

20. DATE ACQUIRED - year and month item was acquired.

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21. DESCRIPTION OF THE BUILT-IN EQUIPMENT - a brief written description of the piece of equipment could be name, model number, style, manufacturer, etc., if applicable.

22. NUMBER OF UNITS - number of units purchased.

23. TOTAL COST - total cost of the equipment to the nearest dollar.

24. RECORD TYPE - 409

25. COUNTY CODE - a three-digit code supplied by the SEA.

26. DISTRICT CODE - a four-digit code supplied by the SEA.

27. SITE NUMBER - this is a three-digit number assigned by the district. Each site, whether or not it has a structure, should be assigned a number.

28. RECORD CODE - 3

29. BUILDING NUMBER - unique building number assigned by the school district or other educational agency.

30. BUILDING UNIT NUMBER - the original building and all additions as coded below:

        0 - Original Building
        1 - First Addition
        2 - Second Addition, etc.

31. SPACE NUMBER - a four-digit number assigned by the local district to a space, this number must be unique within this building and building unit.

32. SUBRECORD CODE - 4

33. DETAIL NUMBER OF ADJUNCT RECORDS - a consecutive line number assigned to each entry which will indicate the total number of adjuncts.

34. TYPE OF ADJUNCT - a space joined or connected to a principal space, but not essentially a part of it. An adjunct enhances the use of the principal space. Each adjunct should be accounted for through some principal space, but if an adjunct serves two or more principal spaces, it should be accounted for only once. The types of adjunct spaces are coded below and on the next page.

        01 - Audiovisual Control Room   11 - Drying Room
        02 - Clinic Bedroom   12 - Hearing Test Room
        03 - Cloak Room   13 - Laundry Room
        04 - Communications Control Room   14 - Lavatory
        05 - Concession Room   15 - Library (instructional
        06 - Conference Room (office,   materials, supplementary
             preparation work, etc.)   materials center)
        07 - Darkroom   16 - Locker Room
        08 - Dental Care Room   17 - Lounge (counselor's suite)
        09 - Display Room   18 - Observation Room
        10 - Dressing Room   19 - Press Box

20 - Reception Room	28 - Ticket Booth
21 - Recording Room	29 - Toilet Room
22 - Shower Room	30 - Training Room
23 - Snack Bar	31 - Transformer Room
24 - Storage Room	32 - Vault
25 - Study Carrels (alcove)	99 - Other
26 - Television Control	
27 - Television Studio	

35. NUMBER OF ADJUNCTS - the number (how many) of this type adjunct with identical area (square footage).

36. AREA OF ADJUNCT - the square footage of an adjunct to the nearest foot.

FILE LAYOUT - ADMINISTRATIVE AND INSTRUCTIONAL SPACE RECORDS

1. Record Type | 4 0 6

2. County Code

3. District Code

4. Site Number

5. Rec. Code | 3

6. Building Number

7. Bldg. Unit No.

8. Space Number

9. Sub. Rec. Code | 1

10. Card Number | 0 1

11. Name/Type of Space

12. Dimensions of the Space — Length | Width | Height

13. Floor Level

14. Air Cond.

15. Area of the Windows

16. Lighting

17. Wall Flex.

18. Finishes — Ceil. | Floor (Surf.) | Walls

19. Card Number | 0 2

20. Date Acquired — Year | Month

21. Description of the Built-In Equipment

22. Number of Units

23. Total Cost

24. Record Type | 4 0 9

25. County Code

26. District Code

27. Site Number

28. Rec. Code | 3

29. Building Number

30. Bldg. Unit No.

31. Space Number

32. Sub. Rec. Code | 4

33. Detail No. of Adj. Rec.

34. Type of Adjunct

35. Number of Adjunct

36. Area of Adjunct

65   59

Service Spaces

The service space record is designed to collect data on non-instructional and non-administrative spaces. At one time the instructional spaces and service spaces were collected on the same form. However, since basically different data were desired the forms have been separated. They remain quite similar in many respects and the comments on the instructional spaces remain appropriate. The service spaces must be given a unique number and the name/type of space is identified. Certain items are collected for specific types of spaces and adjuncts can be collected for service spaces. The following apply specifically to service spaces.

11. NAME/TYPE OF SPACE: During the collection of data for the demonstration, it was discovered that many types of spaces were not named or properly assigned to allow people to select adequately.

In order to allow for more flexibility, it is suggested that service spaces might be moved to the 60 and 70 ranges and circulation spaces from 80 to 99. This would allow for additional expansion of the service spaces and circulation spaces. See expanded list under Space Records, page 52.

28. TYPE OF ADJUNCTS: See expanded list under Space Records, page 53.

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DATA COLLECTION FORM
SERVICE SPACES RECORD
This form developed for MSEIP
demonstration in South Dakota

COLORADO - ILLINOIS - SOUTH DAKOTA - NORTH DAKOTA - OHIO - NEBRASKA -

MIDWESTERN STATES
EDUCATIONAL INFORMATION
PROJECT

KANSAS - MISSOURI - IOWA - MINNESOTA - WISCONSIN

- MICHIGAN -

1	2	3	4	5	6
Record Type	County Code	District Code	Site Number	Reel Code	Building Number
4 0 7				3	

Adjunct Spaces

28	29	30		28	29	30
Type	Number	Area		Type	Number	Area
	01				03	

7	8	9	10	11	12			13	14	15	16	17	24	26
Building Unit	Space Number	Sub Record Code	Card Number	Type of Space	Dimensions of Space			Floor Level	Number of Lavatories	Number of Showerheads	Number of Urinals	Number of Water Closets	Record Type	Sub Record Code
					Length	Width	Height							
		2	01										409	4
		2	01										409	4
		2	01										409	4
		2	01										409	4
		2	01										409	4
		2	01										409	4
		2	01										409	4
		2	01										409	4
		2	01										409	4
		2	01										409	4
		2	01										409	4

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INSTRUCTIONS FOR
SERVICE SPACES

1. RECORD TYPE - 407

2. COUNTY CODE - a three-digit code supplied by the SEA.

3. DISTRICT CODE - a four-digit code supplied by the SEA.

4. SITE NUMBER - this is a three-digit number assigned by the district. Each site, whether or not it has a structure, should be assigned a number.

5. RECORD CODE - 3

6. BUILDING NUMBER - unique building number assigned by the school district or other educational agency.

7. BUILDING UNIT NUMBER - the original building and all additions as coded below:

       0 - Original Building
       1 - First Addition
       2 - Second Addition, etc.

8. SPACE NUMBER - a four-digit number assigned by the local district to a space, this number must be unique within this building and building unit.

9. SUBRECORD CODE - 2

10. CARD NUMBER - 1

11. NAME/TYPE OF SPACE - select the appropriate code for the space described:

       Servic   Circulation Spaces
       50 -   (or lunchroom)   60 - Corridors, Entryways, Stairs
       51 - Shower Room   61 - Covered Passageway Outside
       52 - Teachers' Room   Building
       53 - Toilet Rooms   62 - Inside Circulation Space
       59 - Other Service Space   63 - Outside Circulation Space
                                                69 - Other Circulation Space

12. DIMENSIONS OF THE SPACE - length, width, and height of the space, to the nearest foot.

13. FLOOR LEVEL - the floor level on which the space is located as coded below:

       0 - Basement   3 - Third Floor
       1 - First Floor   4 - Fourth Floor, etc.
       2 - Second Floor

14. NUMBER OF LAVATORIES

15. NUMBER OF SHOWER HEADS

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16. NUMBER OF URINALS

17. NUMBER OF WATER CLOSETS

18. RECORD TYPE - 409

19. COUNTY CODE - a three-digit code supplied by the SEA

20. DISTRICT CODE - a four-digit code supplied by the SEA

21. SITE NUMBER - this is a three-digit number assigned by the district. Each site, whether or not it has a structure, should be assigned a number.

22. RECORD CODE - 3

23. BUILDING NUMBER - unique building number assigned by the school district or other educational agency.

24. BUILDING UNIT NUMBER - the original building and all additions as coded below:

        0 - Original Building
        1 - First Addition
        2 - Second Addition, etc.

25. SPACE NUMBER - a four-digit number assigned by the local district to a space, this number must be unique within this building and building unit.

26. SUBRECORD CODE - 4.

27. DETAIL NUMBER OF THE ADJUNCT RECORD - a consecutive line number assigned to each entry which will indicate the total number of adjuncts.

28. TYPE OF ADJUNCT - a space joined or connected to a principal space, but not essentially a part of it. An adjunct enhances the use of the principal space. Each adjunct should be accounted for through some principal space, but if an adjunct serves two or more principal spaces, it should be accounted for only once. The types of adjunct spaces are coded below:

01 - Audiovisual Control Room	16 - Locker Room
02 - Clinic Bedroom	17 - Lounge (counselor's suite)
03 - Cloak Room	18 - Observation Room
04 - Communications Control Room	19 - Press Box
05 - Concession Room	20 - Reception Room
06 - Conference Room (office, preparation work, etc.)	21 - Recording Room
	22 - Shower Room
07 - Darkroom	23 - Snack Bar
08 - Dental Care Room	24 - Storage Room
09 - Display Room	25 - Study Carrels (alcove)
10 - Dressing Room	26 - Television Control
11 - Drying Room	27 - Television Studio
12 - Hearing Test Room	28 - Ticket Booth
13 - Laundry Room	29 - Toilet Room
14 - Lavatory	30 - Training Room
15 - Library (instructional materials, supplementary materials center)	31 - Transformer Room
	32 - Vault
	99 - Other

29. NUMBER OF ADJUNCTS - the number (how many) of this type adjunct with identical area (square footage).

30. AREA OF ADJUNCTS - the square footage of an adjunct to the nearest foot.

FILE LAYOUT - SPACE RECORD

1 — RecordType — 4 0 7
2 — County Code
3 — District Code
4 — Site Number
5 — Rec. Code — 3
6 — Building Number
7 — Bldg. Unit No.
8 — Space Number
9 — Sub. Rec. Code — 2
10 — Card Number — 0 1

11 — Name/Type of Space
12 — Dimensions of the Space: Length, Width, Height
13 — Floor Level
14 — No. of Lavatories
15 — No. of Shower Heads
16 — No. of Urinals
17 — No. of Water Closets

18 — RecordType — 4 0 9
19 — County Code
20 — District Code
21 — Site Number
22 — Rec. Code — 3
23 — Building Number
24 — Bldg. Unit No.
25 — Space Number
26 — Sub. Rec. Code — 4

27 — Detail No. Adj. Records
28 — Type of Adjunct
29 — No. of Ad-juncts
30 — Area of Adjuncts

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Vehicle Record

The vehicle record is designed to inventory the vehicles owned or leased by the local school districts and in no way is to provide the data for transportation currently needed by states for state aid distribution.

In implementing the system, one should note that there is currently no way to report that a vehicle has been sold, traded, destroyed; if traded on a new vehicle, there is no way to enter the amount received, etc. No accident, damage, or maintenance data are included.

6. VEHICLE NUMBER: A unique three digit number assigned to each vehicle in a school district.

10. TYPE OF VEHICLE: In order to clearly determine the numbers and types of vehicles which are in the possession or under title to schools the following changes are suggested.

    2 = Small Carrier (define what a small carrier is within the particular state involved. In South Dakota, for example, this was nine passengers, or less.
    4 = Auto - Driver Education

On the vehicle record form in order to provide control, an additional column might be added on the far left, headed - Detail Number - beginning on the first line advance sequentially using a two digit number - 01, 02, 03 ... 99, to indicate the line count.

17. COST: The definition should read "use the original cost or lease price of this vehicle". Use the cost figure to the nearest dollar.

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VEHICLE RECORD

This form developed for MSEIP

demonstration in South Dakota

Record Type 4 0 2 County Code _____

District _____ Record 0

VEHICLE NUMBER	TYPE OF VEHICLE	MAKE CODE		CAPACITY	TWO-WAY RADIO	YEAR MFD.	YEAR ACQUIRED	OWNER-SHIP	COST
		BODY	CHASSIS (BUSSES)						
6	10	11		12	13	14	15	16	17
15 17	26	27 28	29	30 31	32	33	34 35 36	37 38	42

INSTRUCTIONS FOR
VEHICLE RECORD

1. RECORD TYPE - 402

2. COUNTY CODE - a three-digit code supplied by the SEA.

3. DISTRICT CODE - a four-digit code supplied by the SEA.

4. FILLER - 000

5. RECORD CODE - 0

6. VEHICLE NUMBER - a unique three-digit number assigned to the vehicles of the
    district.

7. FILLER - 00000

8. SUBRECORD CODE - 0

9. DETAIL NUMBER OF THE VEHICLE RECORD - a consecutive line number assigned to
    each entry which will indicate the total number of vehicles.

10. TYPE OF VEHICLE -

        1 - Bus   3 - Truck
        2 - Small Carrier   9 - Other Vehicle

11. MAKE CODE OF BODY - the numeric code for the make of the body of busses and all
    other school vehicles.

        01-19 to be used for bus bodies only
            01 - Bluebird   05 - Th   m
            02 - Carpenter   06   ｡ ｡ ｡
            03 - Oneid   07 - Ward
            04 - Superior   19 - Other Bus Body

        20-39 to be used for trucks only
            20 - Chevrolet   26 - Jeep
            21 - Diamond Reo   27 - Kenworth
            22 - Dodge   28 - Mack
            23 - Ford   29 - White
            24 - GMC   39 - Other Truck Body
            25 - International

        40-59 to be used for station wagons only
            40 - American Motors   47 - International
            41 - Buick   48 - Jeep
            42 - Checker   49 - Mercury
            43 - Chevrolet   50 - Oldsmobile
            44 - Chrysler   51 - Plymouth
            45 - Dodge   52 - Pontiac
            46 - Ford   59 - Other Station Wagons

60-79 to be used for automobiles only
60 - American Motors	67 - Ford
61 - Buick	68 - Jeep
62 - Cadillac	69 - Lincoln
63 - Checker	70 - Mercury
64 - Chevrolet	71 - Oldsmobile
65 - Chrysler	72 - Plymouth
66 - Dodge	73 - Pontiac
	79 - Other Automobiles

MAKE CODE OF CHASSIS - the numeric code for the make of the chassis of busses only.

01 - Chevrolet	05 - International
02 - Dodge	06 - Mack
03 - Ford	09 - Other
04 - GMC	

12. CAPACITY - the numeric code indicating the rated pupil capacity of busses and small carriers only.

13. TWO-WAY RADIO - code whether the vehicle is equipped with a two-way radio.

   1 - Yes
   2 - No

14. YEAR OF MANUFACTURE - the last two digits of the year in which the vehicle was manufactured.

15. YEAR OF ACQUISITION - the last two digits of the year in which the vehicle was acquired.

    OWNERSHIP - ownership code of the vehicle.

   1 - District
   2 - Leased

17. COST - use the original cost or lease price of the vehicle. Use the cost figure to the nearest dollar.

FILE LAYOUT - VEHICLE RECORD

1
Record Type		
4	0	2

1   3

2
County Code		

4   6

3
District Code			

7   10

4
Filler		
0	0	0

11   13

5
Rec Cod
0

14

6
Vehicle Number		

15   17

7
Filler				
0	0	0	0	0

18   22

8
Sub. Rec. Code
0

23

9
Detail Number of Veh. Rec.	

24   25

10
Type of Veh.

26

11
Make Code		
Body		Chas.

27   28   29

12
Capacity	

30   31

13
Two-Way Radio

32

14
Year of Manufac.	

33   34

15
Year of Acquis.	

35   36

16
Owner-ship

37

17
Cost				

38   42

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FINANCE FILE

The MSEIP Finance Subsystem was concerned primarily with the SEA's need for a system of financial accounting that could provide control over fiscal resources and also provide information for effective decision making and evaluation in a program structure.

This subsystem was developed with the objective of introducing a program-oriented budgeting and accounting system into an area which has been traditionally fund-object oriented. This subsystem, its records, and their dimensions were developed for optimal recording and reporting at the district level.

Dimensions, as used here, imply a grouping of factors on which a financial data item may be classified. The fact that such items have several dimensions gives the system both simplicity and flexibility. The dimensions of a financial data item are: Fund, Type of Account; Organizational Unit; Area of Responsibility; Instructional Area; Course, Activity; and Object.

The Finance Subsystem data file would be maintained in county-district sequence. The records within each district file would be maintained by organizational unit. The Finance Subsystem consists of five separate accounts: Assets, Liability, Fund Balance, Revenue, and Expenditure (Table 3). It also provides flexibility in that it is designed for cash or accrual accounting, manual or machine processing, and can be implemented using only certain dimensions.

Table 3. FINANCE FILE - RECORDS, SEQUENCE, SIZE, HIERARCHIAL STRUCTURE

Record Number	Name	Number of Cards	Number of Characters	Master Record to	Detail Record to
600	County			601	Directory
601	District				600
602	Organization			603-607	601
603	Asset	1	42		602
604	Liability	1	42		602
605	Fund Balance	1	42		602
606	Revenue	1	40		602
607	Expenditure	1	37		602

Although there exists a Finance Subsystem master index to the level of organization, certain data items within, e.g. Area of Responsibility, would permit multiple file use on a summary basis.

When a state educational agency makes the decision to implement an integrated information system, it must be approached in at least two major phases. The other four subsystems, because of their similarities of problems and techniques to implement could be considered in one plan or phase, but the Finance System must be considered separately. Because of the impact that a new financial system has on local school districts, extreme care, planning, and training must be exercised. Unlike the other subsystems, the financial data are not available in the districts. No school districts have implemented a program-oriented budget and accounting system, hence, these data cannot be reported or collected at the present time. To completely change a state's uniform financial accounting is a process that will take several years to accomplish.

Perhaps a comment should be made for the relationship of the MSEIP financial accounting and some of the new concepts and efforts toward planning, programming, budgeting, systems (PPBS). For the discussion here, this relationship must be over simplified, but fundamentally it is this: (1) PPBS is an encompassing process of defining goals and objectives for education; establishing a program of activities that will accomplish the objectives complete with alternatives to choose from; formalizing these programs into the budgeting and accounting process; and lastly evaluating the programs in terms of the objectives and then a constant re-cycling of the process; (2) the MSEIP accounting system is one which encourages accounting for dollars in terms of areas of responsibilities, instructional areas, subjects, and activities as well as the customary fund-object. The MSEIP program-oriented budgeting and accounting system is designed, together with the other subsystems of facilities, instructional programs, personnel, and pupils, as an integrated information system to provide those data for reporting and decision-making for educators. Thus, the MSEIP system would support and supply the data necessary to implement PPBS and probably would serve the accounting functions of PPBS, but it is not PPBS per se.

Since these data could not be collected from local districts, the problem was to generate financial data for the MSEIP System demonstration in South Dakota. Thus, the data were manually generated for the five school districts used in the demonstration. Therefore the data are not real and only estimates of the districts' finances. As one enters into this area another problem quickly arises - what and how many expenditure accounts to use. One can become inundated with data and volumes of paper. To realize the magnitude of this problem, one should examine the possible combinations within the expenditure chart of accounts. For example, for the expenditure accounts alone, assuming every combination were appropriate, only one fund involved, and disregarding the courses to be taught, it would take 1,489,600 entries just to enter every combination one time. This illustrates the necessity to define accounts that are important and needed.

For the demonstration of the expenditure records, only certain combinations were used among the chart of accounts including Area of Responsibility, Instructional Area, Activity, and Object. Gross entries were made for these budget items and only limited revenue items were used.

There is no question that there are many benefits to be derived from the MSEIP program-oriented budgeting and accounting. It allows the analysis of a district's finances from many dimensions in reporting by Organization Unit (school), Area of Responsibility, Instructional Area, Course, Activity, and Objects. Therefore, many combinations can be obtained and summaries can be tabulated. For a detailed discussion of the MSEIP Financial Subsystem, one should refer to Chapter 700 of the MSEIP Documentation.

When implementing the MSEIP Finance Subsystem, a SEA should be aware, and take into consideration, two more recent major efforts - the revision by the USOE of Handbook II and the PPBES model of the Research Corporation of the Association of School Business Officials (RC-ASBO). Both of these efforts, like MSEIP, are attempting to develop a system that will support PPBS and the necessary chart of accounts to implement uniform financial accounting. The major difference, however, is that these later efforts are not directly considering the other subsystems necessary for an integrated information system. Thus, it is appropriate that some changes be taken in the approach.

The MSEIP Finance Subsystem does allow the flexibility to account by organizational unit (school - not necessarily a building) within a district. It also allows for accounting by: 1) major areas; such as instruction, administration, transportation, pupil services, food services, maintenance and operation, and community services; but does not try to group these by the traditional categories of instruction, supporting services, etc. This can easily be done for reporting once defined by the user; 2) accounting by instruction areas as defined by USOE Handbook VI; 3) by subject as defined by the local district's course number; 4) activity or special areas, or projects; and 5) objects as typically defined.

The MSEIP Finance Subsystem does not incorporate a code for the fiscal year. It considers the entire file a fiscal year and would not mix years so has no need for this code. It does not carry a code for a school term, such as six weeks or semester, but this information could be taken from the transaction or history file. Reporting cycles could also be established for any defined term. A code for school term is carried in the Instructional Program Subsystem, but financial data are not entered by term.

The MSEIP Finance Subsystem does not carry any data from the other subsystems except as needed for linkages. Three items, Area of Responsibility, Instructional Area, and Course Number are carried in other subsystems for a direct linkage to financial data. (For a detailed discussion of Local Course Number refer to the Instructional Programs Subsystem.)

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1. Record Type   1 <u>603</u> 3

2. County Code   1   3

3. District Code   4   6

4. Organization Code   7   10

A S S E T

Type Account Respon.	Area of Account	Inst'l Area	Local Course #	Activity	Object	Fund	Specific Account	Asset Amount	Description (For office use—not in system)
14 15	17	18 19	20 22	23	24 25 26	27	28 29 33	34	42
5 6	7		8	9	10	11	12		13
1									
1									
1									
1									
1									
1									
1									
1									
1									
1									
1									
1									

L I A B I L I T Y

14. Record Type   6 0 4   1   3

15. County Code

16. District Code   4   6

17. Organization Code   7   10   11   13

18	19	20	21	22	23	24	25	26	
Type Account	Area of Respon.	Inst'l. Area	Local Course #	Activity	Object	Fund	Specific Account	Liability Amount	Description (For office use–not in system)
2									
2									
2									
2									
2									
2									
2									
2									
2									
2									

81   75

27. Record Type
    6 0 5
    1   3

28. County Code
    4   6

29. District Code
    7   10

30. Organization Code
    11   13

FUND BALANCE

Type Account 14 15 (31 32)	Area of Respon. 17 18 (33)	Instr'l Area 19 20 (34)	Local Course # 22 23 (35)	Activity 24 25 (36)	Object 26 27 (37)	Fund 28 29 (38)	Specific Account 33 34 (39)	Amount of Fund Balance 42	Description (For office use—not in system)
3									
3									
3									
3									
3									
3									
3									
3									
3									

Record Type _____ 506

REVENUE _____

41. County Code _____ 1 3

42. District Code _____ 4 6

43. Organization Code _____ 7 10 11 13

44	45	46	47	48	49	50	51	52	
Type Account 14	Area of Respon. 15 17	Instr'l Area 18 19	Local Course # 20 22	Activity 23 24	Object 25 26	Fund 27 28	Source & Type Rev 29 31	Amount of Revenue 32 40	Description (For office use not in system)
4									
4									
4									
4									
4									
4									
4									
4									
4									
4									

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EXPENDITURE

53. Record Type   6 0 7
             1   3

54. County Code   4   6

55. District Code

56. Organization Code   7   10
                 11   13

Type Account Respons. 14 15 17	Area of Instr'l Area	Local #	Activity	Object	Fund	Amount Expended	Description (For office use—not in system)
	57	58	59	60	61	62	63 64
			0	22 23	24 25	26 27	28 29 37
5							
5							
5							
5							
5							
5							
5							
5							
5							
5							

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INSTRUCTIONS FOR
FINANCE

1. RECORD TYPE - 603

2. COUNTY CODE - a three-digit code supplied by the SEA.

3. DISTRICT CODE - a fou.-digit code supplied by the SEA.

4. ORGANIZATION CODE - this is an assigned number to identify an organization under a given administrator. This number is to be supplied by the state education association.

5. TYPE OF ACCOUNT - 1

6. AREA OF RESPONSIBILITY - a major division or sub-division of a school system operation. Use the codes provided below to indicate the area in which you provide services.

100-199	INSTRUCTION		286	Evaluation
101	Instructional Services, Gen.		291	Statistics
111	Classroom Teaching		296	Other R and D Services
121	Library Services			
131	Computer Assisted Instruction			
141	Educational TV Services		300-349	FACILITIES, MAINT. AND
151	Audiovisual Services			OPER.
161	Homebound Teaching		301	Plant Maint. and Oper., Gen.
200-249	GENERAL CONTROL		311	Site Maintenance
201	General Administration		316	Site Operation
206	Board of Education		321	Building Maintenance
211	Business and Finance		326	Building Operation
216	Data Processing		331	Built-in Equip., Maint.
221	Legal Services		336	Built-in Equip., Oper.
226	Personnel Administration		341	Movable Equip., Maint.
231	Warehousing & Distribution		346	Movable Equip., Oper.
236	Centralized Printing & Publication Services		350-399	FACILITIES, ACQ. OR IM-PROVEMENT
241	Other General Control		351	Plant Acq./Improvement Gen.
250-269	INSTRUCTIONAL ADMINISTRATION		361	Site Acq./Improvement
251	Instructional Admin., Gen.		371	Building Acq./Improvement
256	Administration of a School		381	Built-in Equip. Acq./Improvement
261	Improvement of Curr. and Instr.			
266	Other Instructional Admin.		391	Movable Equip. Acq./Improvement
270-299	RESEARCH AND DEVELOPMENT			
271	R and D, General			
276	Research		400-499	FOOD SERVICES
281	Development		401	Food Services, Gen.
			411	Food Preparation and Serving

421	Transportation of Food	700-799	COMMUNITY S⎯⎯ICES
431	Other Food Services	701	Community S ⎯ices, Gen.
		711	Recreation
500-549	PUPIL PERSONNEL	721	Civic Acti⎯ ⎯
501	Pupil Services, Gen.	731	Public Lib⎯⎯ ⎯ Services
511	Attendance Services	741	Custody and ⎯ tention
516	Guidance Services	751	Welfare Act⎯ ⎯ties
521	Social Work Services	761	Nonpublic Sc ⎯ol Services
526	Psychological Services	771	Other Commur ⎯y Services
531	Therapeutic Services		
541	Other Pupil Services	800-899	OUTGOING TRA⎯⎯FERS
		801	Transportati ⎯ Within State
550-599	HEALTH SERVICES		
551	Health Services, Gen.	811	Transportati⎯⎯ Outside State
561	Medical Services		
566	School Nurse Services	821	Tuition Within State
571	Dental Services	831	Tuition Outs de State
581	Other Health Services		
		900-999	DEBT SERVICE
600-699	PUPIL TRANSPORTATION	911	Bond Redempt⎯ ⎯n
601	Transportation, Gen.	921	Long Term Loan
611	Vehicle Operation	931	Short Term L⎯ ⎯
621	Vehicle Servicing and Maint.	941	Current Loan
631	Other Transportation Services		

7. INSTRUCTIONAL AREA - a two-digit code to indicate the general subject classification.

00 - Does Not Apply		15 - Social Studies	
01 - Agriculture		16 - Technical Education	
02 - Art		17 - Trades and Industry	
03 - Business		18 - General Education (Gen. Elem. & Sec. Education)	
04 - Distributive Education		19 - Exceptional Child Education	
05 - English Language Arts		20 - Cocurricular Activities	
06 - Foreign Language		21 - Academic Cocurricular Act.	
07 - Health Occupations		22 - Athletic Cocurricular Act.	
08 - Health, Safety, P.E.		23 - Music Cocurricular Activities	
09 - Home Economics		24 - School Services Cocurricular Activities	
10 - Industrial Arts		25 - Cocurricular Social Organ.	
11 - Mathematics		30 - Driver Education	
12 - Music		50 - Homeroom, Elementary	
13 - Natural		51 - Homeroom, Secondary	
14 - Office Occupations			

8. LOCAL COURSE NUMBER - a three-digit local course number that has been assigned by the local district.

9. ACTIVITY - a two-digit code section to be used for gathering together all of the costs, salaries, supplies, equipment, etc. of a specific type of work regardless of the Organizational Unit, Area of Responsibility, or Instructional Area.

02 - Accounting	26 - Pathological
04 - Administrative	28 - Supervisory
06 - Architectural	30 - Teaching
08 - Auditing	32 - Teaching Assistance
10 - Census	34 - Therapeutic
12 - Clerical and Secretarial	36 - Transportation, Pupils
14 - Counseling	38 - Transportation, Other
16 - Custodial	40 - Warehousing and Distributing
18 - Guard and Police	50 - ESEA 89-10
20 - Health or Medical	51 - Title I
22 - Maintenance and Repair	52 - Title II
24 - Recruiting Personnel	

10. OBJECT - a two-digit code identifies the object classification. This code should be used for all expenditures to identify that which is received in exchange for an expenditure.

10 - SALARIES	40 - CONTRACTED SERVICES
11 - Certificated, Regular	41 - Consultation
12 - Certificated, Temporary	42 - Other Non-Staff Personnel
13 - Certificated, Substitute	43 - Transportation
16 - Noncertificated, Regular	44 - Tuition
17 - Noncertificated, Temporary	45 - Repairs
18 - Noncertificated, Substitute	46 - Insurance
	47 - Memberships
20 - EMPLOYEE BENEFITS	48 - Rentals
21 - Social Security	49 - Other Contracted Services
22 - State Retirements	(Except Utilities)
23 - Municipal Retirements	
24 - Local District Retirements	50 - CONTRACTED SERVICES, UTILITIES
25 - Health Insurance	51 - Electricity
26 - Life Insurance	52 - Telephone and Telegraph
27 - Guaranteed Income Insurance	53 - Water
28 - Workmen's Compensation	54 - Sewer
29 - Other Benefits	55 - Gas
	56 - Oil
30 - SUPPLIES	57 - Coal
31 - Textbooks	58 - Other Utilities
32 - Textbooks, resale or rental	
33 - General Supplies	
34 - General Supplies for resale	
35 - Library Materials	

```
60 - EMPLOYEE TRAVEL                          80 - EQUIPMENT
     61 - Travel Within District                  81 - Furniture, New
     62 - Travel Outside District                 82 - Furniture, Replacement
                                                   83 - Machinery and Apparatus, New
70 - FACILITIES                                    84 - Machinery and Apparatus,
     71 - Site Purchase                                 Replacement
     72 - Site Improvement                         85 - Vehicles, New
     73 - Building Purchase                        86 - Vehicles, Replacement
     74 - Building Lease or
          Lease Purchase                      90 - DEBT SERVICE
     75 - Building Improvement                     91 - Principal
                                                   92 - Interest
```

11. FUND - the classification used to set monies aside to meet a special objective.
    (Each SEA should assign numbers to the funds that are used by its' districts.)

```
     10 - General Fund
     11 - ESEA (Elementary and Secondary Education Act P.L. 89-10)
     20 - Building Fund
     30 - Bond Redemption
     40 - Special Education
```

12. SPECIFIC ACCOUNT - a five-digit code to identify the specific asset account.
    (If amounts need to be recorded to the penny, this field will have to be
    expanded two digits.)

13. ASSET AMOUNT - right justify the amount of the asset to the nearest dollar.

14. RECORD TYPE - 604

15-17 - same as 2-4.

18. TYPE OF ACCOUNT - 2

19-24 - same as 6-11.

25. SPECIFIC ACCOUNT - a five-digit code to identify the specific liability
    account. (If amounts need to be recorded to the penny, this field will have
    to be expanded two digits.)

26. LIABILITY AMOUNT - right justify the amount of the liability to the nearest
    dollar.

27. RECORD TYPE - 605

28-30 - same as 2-4.

31. TYPE OF ACCOUNT - 3

32-37 - same as 6-11

38. SPECIFIC ACCOUNT - a five-digit code to identify the specific fund balance account. (If amounts need to be recorded to the penny, this field will have to be expanded two digits.)

39. FUND BALANCE AMOUNT - right justify the amount of the fund balance to the nearest dollar.

40. RECORD TYPE - 606

41-43 - same as 2-4.

44. TYPE OF ACCOUNT - 4

45-50 - same as 6-11

51. SOURCE AND TYPE OF REVENUE - the following three-digit codes are to be used to identify the source and type of the revenue.

        100 - REVENUE FROM LOCAL SOURCES
          110 - Property Taxes
            111 - Current Taxes
            112 - Back/Delinquent Taxes
            113 - Taxes in Advance
            114 - Payment in Lieu of Taxes

          120 - Sales Taxes
            121 - Current Taxes
            122 - Back/Delinquent Taxes
            123 - Taxes Advanced
            124 - Payments in Lieu of Taxes

          130 - Income Taxes
            131 - Current Year Taxes
            132 - Back/Delinquent Taxes
            133 - Taxes Advanced
            134 - Payments in Lieu of Taxes

          140 - Special Taxes
            141 - Current Year Taxes
            142 - Back/Delinquent Taxes
            143 - Taxes Advanced
            144 - Payments in Lieu of Taxes

          150 - Tuition
            151 - Tuition from Students
            152 - Tuition from Patrons

          160 - Transportation
            161 - Transportation Fees from Students
            162 - Transportation Fees from Patrons
            163 - Transportation Fees from Other Sources

170 - Student Sources
  171 - Fees and Rentals
  172 - Athletic Activities
  173 - Music Activities Receipts
  174 - Food Services Receipts
  175 - Other

180 - Interest

190 - Other Revenue from Local Sources

200 - REVENUE FROM INTERMEDIATE SOURCES
  210 - Property Taxes
    211 - Current Taxes
    212 - Back/Delinquent Taxes
    213 - Taxes in Advance
    214 - Payments in Lieu of Taxes

  220 - Sales Taxes
    221 - Current Taxes
    222 - Back/Delinquent Taxes
    223 - Taxes Advanced
    224 - Payments in Lieu of Taxes

  230 - Income Taxes
    231 - Current Year Taxes
    232 - Back/Delinquent Taxes
    233 - Taxes Advanced
    234 - Payments in Lieu of Taxes

  240 - Special Taxes
    241 - Current Year Taxes
    242 - Back/Delinquent Taxes
    243 - Taxes Advanced
    244 - Payments in Lieu of Taxes

  250 - Tuition
    251 - Tuition from Students
    252 - Tuition from Patrons

  260 - Transportation
    261 - Transportation Fees from Students
    262 - Transportation Fees from Patrons
    263 - Transportation Fees from Other Sources

  270 - Student Sources
    271 - Fees and Rentals
    272 - Athletic Activities
    273 - Music Activities Receipts
    274 - Food Services Receipts
    275 - Other

280 - Interest

290 - Other Revenue From Intermediate Sources
  291 - Gifts
  292 - Facilities Rental
  293 - Other

300 - REVENUE FROM STATE SOURCES
  310 - State Foundation Program
  320 - Transportation
  330 - Driver Education
  340 - Special Education
  350 - Vocational Education
  360 - Monies in Lieu of Taxes
  390 - Other Revenue from State Sources

400 - REVENUE FROM FEDERAL SOURCES
  410 - Vocational Education
    411 - Agriculture
    412 - Distributive Education
    413 - Health Occupation Education
    414 - Home Economics
    415 - Office Education
    416 - Technical Education
    417 - Trades and Industrial Education
    418 - Practical Nurse Training (P.L. 84-911)
    419 - Area Vocational Education (P.L. 85-864 Title VIII)
    420 - Vocational Education Act 1963 (P.L. 88-210)
    421 - Manpower Development Training Act 1962 - Indian Vocational
        Training (P.L. 88-214)
    422 - Manpower Development Training Act 1962 - Training Programs
        (P.L. 89-15)
    423 - Public Health Training - Traineeship (P.L. 88-498)
    424 - Public Health Service Act - Nurse Training (Title VIII)
    425 - Welfare Education Program - ADC - (P.L. 87-543)
    426 - Vocational Rehabilitation (P.L. 66-236)
    427 - Social Security Amendments 1956 - Research and Demonstration
        Projects (P.L. 84-880)
    428 - Appalachian Regional Development Act 1965 (P.L. 89-4)

  430 - Educational Opportunity Act 1964 (P.L. 88-452)
    431 - Title IB - Neighborhood Youth Corps
    432 - Title IIA - Community Action Programs (Basic Adult Education)
    433 - Title IIA and IIIB - Special Poverty Programs

  440 - Elementary and Secondary Education Act (P.L. 89-10)
    441 - Title I - Educationally Deprived
    442 - Title II - Library
    443 - Title III - Supplementary Education
    444 - Title VI - Special Education

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                450 - National Defense Education Act (P.L. 864)
                  451 - Title III - Instruction
                  452 - Title VA - Guidance

               460 - Miscellaneous
                  461 - Federal Forest Lands
                  462 - Flood Control
                  463 - Grazing Land
                  464 - Johnson-O'Malley Act (P.L. 73-167)
                  465 - Adult Education-Indian Program (P.L. 67-85)
                  466 - Mineral Leases
                  467 - National School Lunch Program
                  468 - School Milk Program
                  469 - Construction/Federally Impacted Areas (P.L. 81-815)
                  470 - Maintenance and Operation/Federally Impacted Areas (P.L. 81-874)
                  471 - Assistance for Public Schools Affected by Major Disasters
                        (P.L. 89-313)
                  472 - Immigration and Nationality Act (P.L. 414)
                  473 - Juvenile Delinquency and Youth Offenses Control Act 1961
                        (P.L. 87-274)
                  474 - Migrant Health Act 1962 (P.L. 87-692)
                  475 - Vaccination Assistance Act 1962 (P.L. 87-868)
                  476 - Educational Television Broadcasting Facilities (P.L. 87-447)
                  477 - Library Services and Construction (P.L. 88-269)
                  478 - Title II - Civil Rights Act 1964 (P.L. 88-353)
                  479 - Title IV - Civil Rights Act 1964 (P.L. 88-353)
                  480 - Teaching Materials for the Blind (20 USC 101-105)
                  481 - Research and Demonstration Projects in Education of the
                        Handicapped (P.L. 88-164)
                  482 - Area Redevelopment Act (P.L. 87-27)
                  483 - Civil Defense Adult Education Program

              490 - Other
                491 - Federal Reimbursements

            500 - SALE OF PROPERTY
              510 - Sale of Equipment
              520 - Sale of Buildings
              530 - Sale of Sites

            900 - INCOMING TRANSFERS
              910 - Tuition from within the state
              920 - Tuition from outside the state
              930 - Transportation from within the state
              940 - Transportation from outside the state

 52.  REVENUE AMOUNT - right justify the amount of revenue to the nearest dollar.

 53.  RECORD TYPE - 607
```

54-56 - same as 2-4.

57.   TYPE OF ACCOUNT - 5

58-63 - same as 6-11

64.   EXPENDED AMOUNT - right justify the amount expended to the nearest dollar.

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FILE LAYOUT - FINANCE

1. Record Type | 6 0 3
2. County Code
3. District Code
4. Organization Code
5. Type of Acct. | 1
6. Area of Respon.
7. Inst. Area
8. Local Course Number
9. Activity
10. Object
11. Fund
12. Specific Account
13. Asset Amount
14. Record Type | 6 0 4
15. County Code
16. District Code
17. Organization Code
18. Type of Acct. | 2
19. Area of Respon.
20. Inst. Area
21. Local Course Number
22. Activity
23. Object
24. Fund
25. Specific Account
26. Liability Amount
27. Record Type | 6 0 5
28. County Code
29. District Code
30. Organization Code
31. Type of Acct. | 3
32. Area of Respon.
33. Inst. Area
34. Local Course Number
35. Activity
36. Object
37. Fund
38. Specific Account
39. Fund Balance Amount

FILE LAYOUT - FINANCE (cont.)

40	41	42	43	44	45	46	47	48	49	50
Record Type	County Code	District Code	Organiza-tion Code	Type of Acct.	Area of Respon.	Inst. Area	Local Course Number	Activ-ity	Object	Fund
6 0 6				4						

51

Source & Type Revenue

52

Revenue Amount

53	54	55	56	57	58				62	63
Record Type	County Code	District Code	Organiza-tion Code	Type of Acct.	Area of Respon.	Inst. Area	Local Course Number	Activ-ity	Object	Fund
6 0 7				5						

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Expended Amount

INSTRUCTIONAL PROGRAMS FILE

The Instructional Programs Subsystem is designed to provide a means of gathering and storing data concerning each course and section (class) as well as activities (non-instructional and cocurricular) conducted in each organizational unit (school) in each district. The dimensions included in this subsystem are qualitatively oriented but deal specifically with quantitative data only. For the South Dakota demonstration, data were collected only on the regular instructional program conducted during the normal school day (no adult education or cocurricular activities).

The dimensions of the Instructional Programs Subsystem are delineated by the instructional area code and subject area. All the records in the Instructional Programs data file are fixed length and have the same format (Table 4).

Table 4. INSTRUCTIONAL PROGRAMS FILE - RECORDS, SEQUENCE, SIZE, HIERARCHIAL STRUCTURE

Record Number	Name	Number of Cards	Number of Characters	Master Record to	Detail Record to
300	County			301	Directory
301	District			302	300
302	Organization			303	301,302
303	Instructional Prog.	2	126		302

The Instructional Programs index is designed to allow direct access to the organizational unit and then the class record can be searched.

The principal sequence of the Instructional Programs data file will be determined by district sequence; organizational unit within district; and course/section at the most detailed level. The course/section data item is constructed from the section number within the local course number, within an instructional area.

There are several problem areas that should be analyzed before decisions are made in implementing the Instructional Programs Subsystem.

1. The Instructional Area, item 5, and the Course Title Number, item 9, are not as yet uniformly defined and used in states. Hence, the entry for these items is arbitrarily made by teachers. To correct

this problem, an implementing SEA should adopt a list of course titles in advance of collection (at least one year) and strongly encourage its use by local districts.

2. The Local Course and Section Number, items 6 and 7, are not available in all districts. They are usually available only in districts that computer schedule. Therefore, these code numbers must be generated and assigned for each class section and distributed to teachers before they can enter them on the collection form. This is no small task. The Local Course and Section Number is also carried as a link in the Pupil Record and the Personnel Record. If the Instructional Area and Course Title are to be made uniform and adopted by SEA's (and it must be to be meaningful) then these numbers should be used as linkages and eliminate the Local Course and Section Number as it now appears. However, a Section Number would have to be retrained to differentiate between class sections and it means a larger field (more digits) would be carried.

3. The Class/Activities Records were developed along the lines of traditional administrative organizational patterns. Therefore, it does not lend itself well to newer practices - nongraded schools, continual progress open spaces, team teaching, small and large groups, and independent study.

4. The Class/Activity Records were designed primarily for the secondary school curriculum. Hence, it may not be as appropriate for the elementary school programs. It also becomes a burdensome task for teachers (elementary and secondary) who have assignments that may number as high as 20 to 30 - a Class/Activity must be completed on each assignment even though, in some cases, the only fields that change are the Section Number and the Number of Pupils, items 7, 29, and 30. This requires a teacher to complete an unmanageable number of forms. Another weakeness is the Content Descriptors, item 23, do not adequately describe those offerings frequently taught at the elementary level. (i.e. listening, following directions, etc.)

5. Another concern for the Instructional Program Subsystem is the cycle of collecting and updating the data. One must answer whether or not the data is collected early in the Fall (before the fact) or in the Spring (after the fact) or maybe both times. One must also answer if you enter all courses taught in a year or just those offered at the time of collection.

The Class/Activity Record is number 303 and consists of two cards. It is recommended that these "controls" be placed in the collection document so they will not be overlooked when being processed. They are necessary for proper file building and sequencing.

2. COUNTY CODE: A three digit code supplied by the SEA.

3. DISTRICT CODE: A four digit code supplied by the SEA.

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4. ORGANIZATION CODE: This is an assigned number to identify an organization under a given administrator. This number is to be supplied by the state education association.

5 and 9. INSTRUCTIONAL AREA AND COURSE TITLE NUMBER: It would be helpful in completing the form if people were instructed to complete items 5 and 9 at the same time since the two items compose the area and subject and can be found together in the Documentation. One should also realize that Course Title codes are not unique among Instructional Areas.

Certain areas might need to be added or expanded to meet unique situations. For example, it is not obvious whether a librarian or guidance person would report; however, this could possibly be done with slight modifications of Instructional Area 18. One should realize that this code is also located in the Personnel File as Fields, Areas, and Services and also as Instructional area. This item is not only a linkage, but is also used to check certification against assignments. Any change made in the item should be made in all related subsystems.

Modifications in Course Titles should be considered.

> Instructional Area
> 05 = English Language Arts (see Documentation, page 185), add the following Course Titles:
> 050244 = Phonics
> 050342 = Shakespeare
> 050370 = The Novel
> 050410 = The Essay
> 050550 = Mass Media
> 050900 = Philosophy
>
> 18 = General Elementary Education and General Secondary Education (add)
> 180500 = Listening
> 180510 = Following instructions
> 180520 = Motor skill development
> 180530 = Social adjustment
> 180540 = Work habits
> 180600 = Library
> 180700 = Administration
> 180710 = Elementary administration
> 180720 = Secondary administration

6 and 7. LOCAL COURSE AND SECTION NUMBER: Refer to number 2, page 91.

15. SPACE LOCATION NUMBER: The Space Location Number is the Building Number, Building Unit, and Space Number in which the class is taught. This item should be renamed for clarity.

17. TERM: In order to accommodate the six to nine week quarter terms, which is quite common in high school as compared to 11 or 15 week quarters, which is basically a college breakdown, this item should be changed to a two digit or alpha field. Code responses could include the following and expanded to fit other situations.

Quarter (six to nine weeks during the regular school year)

01 = First quarter	07 = First and fourth quarter
02 = Second quarter	08 = Second and third quarter
03 = Third quarter	09 = Second and fourth quarter
04 = Fourth quarter	10 = Third and fourth quarters
05 = First and second quarters	11 = All quarters
06 = First and third quarter	12 - Summer quarter

Semester (16 to 20 weeks during the regular school year)

20 = Fall	23 = Summer
21 = Spring	99 = Other, specify
22 = Fall and Spring	

19. TYPE OF PUPILS   This item is related to item 19 in the Pupil Record and should be carried as a two digit field so it would be exactly the same.

21. COURSE MEETS REQUIREMENTS: It was generally observed that teachers did not know what official requirements the course meets. In any case, several of the coded responses are vague and repetitive that they are not descriptive or discriminating. Therefore, it is suggested that multiple responses would be allowed or even consider the following responses:

0 = Does not apply	3 = Elective
1 = State requirement	9 = Other, specify
2 = District requirement for graduation	

23. CONTENT DESCRIPTORS: This item allows the teacher to select up to seven "descriptors" of the class. These descriptors are to be ranked in order of impor-tance and entered on the form in that order. A teacher does not have to use all seven responses and unused spaces should be left blank.

One should realize that descriptor codes are not unique among Instructional Areas and, therefore, care should be exercised to see that teachers select their content descriptors from the same Instructional Area as the Course Title being recorded. For example, if one were reporting on a course titled "Science and Health, 13-2600", the Instructional Area 13 - Natural Sciences (Documentation, page 233) and not 08 - Health, Safety, Physical Education (Documentation, page 227) should be used for selection of descriptors. Conversely, if the course were re-ported as 08-0120 - Health and Safety, then content descriptors from Health (08) should be used.

The following modifications of Content Descriptors should be considered:

13 = NATURAL SCIENCES: Add the following to allow for descriptors for
health units offered as a part of science:
500 = Health, education
501 = Community health
503 = Disease prevention and control
504 = Environmental health
505 = Family life education

```
                    = First aid
                    = Growth and development
                    = Harmful substances
                    = Health careers
                    = Health maintenance and care
                    = International health
                    = Other science/health information

    18 =  ...ERAL ELEMENTARY EDUCATION AND GENERAL SECONDARY EDUCATION
                    = Listening
                    = Listen to instructor
                    = Listen to other students
                    = Listen to audio materials
                    = Other

                    = Follows instructions
                    = Follows health rules
                    = Follows safety rules
            _5:   = Follows written instructions
            154   = Follows oral instructions
            199   = Other

            20:   = Motor skill development
            2C.   = Dexterity skills
            2C2   = Physical management
            203   = Mobility training
            204   = Self-help skills
            205   = Use of devices and equipment
            20:   = Personal safety
            24:   = Other

            25)   = Social adjustment
            251   = Consideration for others
            -52   = Independent work
            .=3   - Work and play cooperatively
            .54   = Accept responsibility
            2=5   = Self confidence
            -:9   = Other

            300   = Work habits
            301   = Ability to use reference materials
            302   = Neat and orderly work
            303   = Care in use of property and materials
            304   = Uses time to good advantage
            305   = Carries work to a practical finish
            349   = Other
```

18. TEXT USAGE. To be consistent, the following change in coded responses is
recommended:

```
0 = No text - class is not based on a textbook, but uses other resources.
1 = Single text - one text used as the primary basis of the class
2 = Multitext - more than one text used as the basis of the class
```

19. TEACHING MEDIA USED: There was difficulty in collecting and entering this item correctly. It is a multiple response item and the teacher is to enter (left justify) the code of each media used. There is no significance given to the order of the responses. The method used also creates a burden on the retrieval system, since every position must be read for every response. Thus, it is possible to have eight factorial (40,320) combinations to search. For this reason the following method is suggested for the collection of this item:

Specific Media (see instructions)							
1	2	3	4	5	6	7	8

Enter: 1 = Yes (media are used)
       2 = No (media are not used)

INSTRUCTIONAL PROGRAMS

This form developed for MSEIP
demonstration in South Dakota.

COLORADO - ILLINOIS - SOUTH DAKOTA - NORTH DAKOTA - OHI

MICHIGAN

MSEIP

MIDWESTERN STATES EDUCATIONAL INFORMATION PROJECT

KANSAS - MISSOURI - IOWA - MINNESOTA - WISCONSIN

DATA COLLECTION FORM

Sheet _____

CLASS / ACTIVITY RECORD

Of _____

Record of Each Class or Activity Assignment of Each Teache

Record Type 1	County Code 2	District Code 3	Organization Code 4
3 0 3			

Inst. Area 5	Local Course No. 6	Section Number 7	8	Course Title Number 9	Seq. Yr. 10	Level of Diff 11	Year or Grade Level 12	Social Security Number 13

14 ... 1 ... 22 ... 40

Site Number 14	Space Location Number 15	Sch. Yr. 16	Term 17	Type of Program 18	Type of Pupils 19	Credit Units 20	Course Meets Req. 21

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Content Descriptors

Text Usage

22 2 2	23	23	23	23	23	23	23	24

22 ... 40

Teaching Media Used 25	Number of Days 26	Minutes Per Week 27	Percent of time in Lab. 28	Number of Male Pupils 29	Number of Female Pupils 30

50 ... 65

INSTRUCTIONS FOR
INSTRUCTIONAL PROGRAMS

1. RECORD TYPE - 303

2. COUNTY CODE - a three-digit code supplied by the SEA.

3. DISTRICT CODE - a four-digit code supplied by the SEA.

4. ORGANIZATION CODE - this is an assigned number to identify an organization under a given administrator. This number is to be supplied by the state education association.

5. INSTRUCTIONAL AREA - a two-digit code to indicate the general subject classification.

00 - Does Not Apply	15 - Social Studies
01 - Agriculture	16 - Technical Education
02 - Art	17 - Trades and Industry
03 - Business	18 - General Education (Gen. Elem. &
04 - Distributive Education	Sec. Education)
05 - English Language Arts	19 - Exceptional Child Education
06 - Foreign Language	20 - Cocurricular Activities
07 - Health Occupations	21 - Academic Cocurricular Activities
08 - Health, Safety, P.E.	22 - Athletic Cocurricular Activities
09 - Home Economics	23 - Music Cocurricular Activities
10 - Industrial Arts	24 - School Services Cocurricular
11 - Mathematics	Activities
12 - Music	25 - Cocurricular Social Organizations
13 - Natural	30 - Driver Education
14 - Office Occupations	50 - Homeroom, Elementary
	51 - Homeroom, Secondary

6. LOCAL COURSE NUMBER - a three-digit local course number that has been assigned by the local district.

7. SECTION NUMBER - a two-digit section number that has been assigned by the local district.

8. CARD NUMBER - 1

9. COURSE TITLE NUMBER - use the last four digits only, of the six digit listings to indicate, most accurately, the name of the course.

9. COURSE TITLE NUMBER: Use the last four digits only, of the six digit listings below.

01 — AGRICULTURE

Code   Course Title

011000 — Agriculture (Nonvocational)
011100 — Agriculture Production (Nonvocational)
011110 — Animal Science (Nonvocational)
011120 — Plant Science (Nonvocational)
011121 — Crops (Nonvocational)
011122 — Soils (Nonvocational)
011130 — Farm Mechanics (Nonvocational)
011140 — Farm Business Management (Nonvocational)
011200 — Agricultural Supplies (Nonvocational)
011300 — Agricultural Mechanics (Nonvocational)
011310 — Agricultural Power and Machinery (Nonvocational)
011400 — Agricultural Products (Nonvocational)
011410 — Agricultural Food Products (Nonvocational)
011420 — Agricultural Non-food Products (Nonvocationa
011500 — Ornamental Horticulture (Nonvocational)
011540 — Landscaping (Nonvocational)
011600 — Agricultural Resources (Nonvocational)
011700 — Forestry (Nonvocational)
011900 — Other Agriculture (Nonvocational)

012000 — Agriculture (Vocational)
012100 — Agriculture Production (Vocational)
012110 — Animal Science (Vocational)
012120 — Plant Science (Vocational)
012121 — Crops (Vocational)
012122 — Soils (Vocational)
012130 — Farm Mechanics (Vocational)
012140 — Farm Business Management (Vocational)
012200 — Agricultural Supplies (Vocational)
012300 — Agricultural Mechanics (Vocational)
012310 — Agricultural Power and Machinery (Vocational)
012400 — Agricultural Products (Vocational)
012410 — Agricultural Food Products (Vocational)
012420 — Agriculture Non-food Products (Vocational)
012500 — Ornamental Horticulture (Vocational)
012540 — Landscaping (Vocational)
012600 — Agriculture Resources (Vocational)
012700 — Forestry (Vocational)
012900 — Other Agriculture (Vocational)

02 — ART

Code   Course Title

020000 — Art
   020010 — Applied Art
   020020 — Major Art
   020030 — General Fine Art
   020101 — Art History
   020104 — Art Appreciation
   020105 — Art Appreciation and Cultural Art
   020106 — Cultural Art
   020200 — Art Studio
   020201 — Art Talent
   020202 — Art Media and Techniques

020210 — Design
   020211 — Commercial Art
   020220 — Commercial Design
   020221 — Graphics
   020223 — Fashion Design
   020224 — Technical Illustration
   020225 — Interior Decorating
   020230 — Architectural and Industrial Design
   020232 — Industrial Design
   020233 — Interior Design
   020235 — Special Design
   020236 — General Design

020240 — Crafts
   020241 — Metal and Jewelry

Code   Course Title

   020242 — Ceramics
   020243 — Textile Design
   020244 — Special Crafts
   020245 — Arts and Crafts
   020246 — General Crafts
   020247 — General Crafts and Design

020250 — Drawing
   020251 — Drawing and Designing
   020252 — Drawing and Painting
   020253 — Freehand Drawing
   020254 — Life Drawing
   020255 — Posters and Display
   020256 — School Service Art
   020257 — Lettering

020260 — Painting
   020261 — Painting, Drawing and Sculpture
   020262 — Watercolors

020270 — Photography

020280 — Printmaking

020290 — Sculpture

03 — BUSINESS EDUCATION

Code   Course Title

030100 — Accounting
030107 — Data Processing Accounting
030200 — Advertising
030306 — Bookkeeping
030305 — Machine Bookkeeping
030307 — Record Keeping
030500 — Business Arithmetic
030600 — Business Communications
030601 — Business English
030800 — Business Finance
030801 — Banking
030900 — Business Law

031000 — Business Machines
031005 — Office Machines
031100 — Business Psychology
031300 — Office Work Experience
031301 — Business Work-study
031302 — Cooperative Business Education
031303 — Cooperative Office Education
031304 — Vocational Office Education
031400 — Clerical Practices
031700 — Data Processing and Computer Operations
031701 — Data Processing (Instruction)
031702 — Data Processing Systems
031704 — Data Processing Programming
031706 — Data Processing Equipment Operation
031707 — Electric Accounting Machines

032000 — Exploratory Business Practice
032100 — Filing
032300 — General Business
032601 — Junior Business Training
032602 — Business Organization and Management
032604 — Merchandising
032605 — Office Procedures
032800 — Office Practices

033300 — Salesmanship
033400 — Shorthand
033401 — Machine Shorthand
033402 — Personal Use Shorthand
033500 — Typing
033501 — Personal Typing

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9. COURSE TITLE NUMBER: (Con't.) Use the last four digits only, of the six digit listings below.

04 — DISTRIBUTIVE EDUCATION

Code   Course Title

040010 — Distributive Education
040014 — Marketing
040015 — Distribution
040016 — Distribution and Marketing
040017 — Work Experience
040018 — Cooperative Work-study

040101 — Advertising
040102 — Apparel
040103 — Automotive and Petroleum
040104 — Finance and Credit
040105 — Food Distribution
040106 — Food Service
040107 — General Merchandise
040108 — Hardware, Building, and Farm Materials
040109 — Home Furnishings
040110 — Hotel and Lodging
040111 — Insurance
040112 — International Trade
040113 — Management
040114 — Marketing
040115 — Mid-management
040116 — Real Estate
040117 — Retail Trade
040118 — Transportation
040119 — Wholesale Trade

06 — FOREIGN LANGUAGES

Code   Course Title

060101 — Arabic (Classical)
060102 — Chinese (Classical)
060103 — Greek (Classical)
060104 — Hebrew (Classical/Biblical)
060105 — Latin (Classical)
060199 — Other Classical Languages

060201 — Arabic, Modern Standard
060202 — Arabic, Colloquial
060203 — Chinese, Modern Mandarin
060204 — Chinese, Cantonese
060205 — Czech
060206 — English as a Foreign Language
060207 — Finnish
060208 — French
060209 — German
060210 — Greek, Modern
060211 — Hawaiian
060212 — Hebrew, Modern
060213 — Italian
060214 — Japanese
060215 — Norwegian
060216 — Polish
060217 — Portuguese
060218 — Russian
060219 — Spanish
060220 — Swedish
060299 — Other Modern Foreign Languages

05 — ENGLISH LANGUAGE ARTS

Code   Course Title

050000 — English
  050010 — English Fundamentals
  050020 — English Seminar
  050030 — English Workshop
  050040 — Practical English
  050050 — College Prep English
  050060 — Business English

050100 — Language Skills
  050110 — Reading
  050111 — Reading Readiness
  050113 — Developmental Reading
  050116 — Individualized Reading
  050119 — Reading for Enrichment
  050120 — Handwriting
  050124 — Penmanship
  050130 — Spelling
  050140 — Language Arts
  050141 — Vocabulary

050200 — Linguistics
  050220 — Grammar
  050221 — Fundamental Grammar
  050222 — Language-linguistics
  050223 — Language Orientation
  050240 — History of the English Language
  050241 — Language Culture

Code   Course Title

050242 — Language Background
050243 — Introduction to Language
050270 — Principles of Language
050271 — Experimental Language
050272 — Exploratory Language
050273 — Comparative Language
050274 — English as a Second Language
050275 — English for Foreigners
050276 — General Foreign Language

050300 — Literature
  050301 — General Literature
  050310 — American Literature
  050311 — American Folklore
  050320 — Bible Literature
  050330 — Classical Literature
  050334 — Poetry
  050337 — Drama
  050340 — English Literature
  050341 — Great Books
  050350 — World Literature
  050353 — Modern Literature
  050368 — Mythology
  050369 — Humanities

050400 — Composition
  050420 — Writing
  050423 — Creative Writing
  050425 — Writing Laboratory
  050426 — Writing Workshop
  050430 — Journalism
  050439 — Publications

050500 — Speech
  050511 — Public Speaking
  050512 — Debate
  050541 — Radio-Video

050600 — Dramatics
  050610 — Stage and Drama

050700 — Library Science

050800 — Study Skills

9. COURSE TITLE NUMBER: (Con't.) Use the last four digits only, of the six digit listings below.

07—HEALTH OCCUPATIONS

Code   Course Title

(Course title keys used herein represent occupational titles or clusters of such titles. Preparation for these occupations consists of subject matter content drawn from other subject areas, as well as content designed for and unique to the specific occupation.)

070100 — Dental Services
070101 — Dental Assistant
070102 — Dental Hygienist
070103 — Dental Laboratory Technician
070120 — Clinical Laboratory Technician
070130 — Dental Mechanics, Technician

070200 — Medical Services
070201 — Cytology Technician
070202 — Histology Technician
070203 — Medical Laboratory Assistant
070204 — Nurse, Associate Degree
070205 — Nurse, Practical (Vocational)
070206 — Nurses Aide
070207 — Biomedical Technician
070208 — Hospital Food Service Supervisor
070209 — Inhalation Therapy Technician
070210 — Medical Records Technician
070211 — Medical X-Ray Technician
070212 — Optician
070213 — Surgical Technician
070214 — Occupational Therapy Assistant
070215 — Physical Therapy Technician
070216 — Medical Technician, General

070220 — Nursing
070230 — Medical Assistant
070240 — Optometric Assistant
070241 — Optometric Mechanics, Technician
070242 — Radiological Health Technician
070243 — Premedical
070244 — Optical Mechanics
070245 — Hospital Ward Aide

070301 — Electroencephalograph Technician
070302 — Health Education Technician
070303 — Home Health Aide
070304 — Medical Emergency Technician
070305 — Medical Psychiatric Social Worker Assistant
070306 — Nuclear Medical Technician
070307 — Orthoptic Technician
070308 — Orthotist
070309 — Radiation Therapy Technician
070310 — Operating Room Technician
070320 — Medical Library Assistant

08—HEALTH, SAFETY, PHYSICAL EDUCATION

Code   Course Title

080100 — Health
080105 — Sex Education
080106 — First Aid
080110 — Health and Physical Education
080120 — Health and Safety

080200 — Safety

080400 — Physical Education
080401 — Adaptive Physical Education
080403 — Physical Education, Coeducational
080406 — Individual Sports
080409 — Team Sports
080413 — Physical Education, Female
080419 — Varsity Sports, Female
080423 — Physical Education, Male
080429 — Varsity Sports, Male

080500 — Recreation

080600 — R.O.T.C. Drill

09—HOME ECONOMICS

Code   Course Title

090000 — Home Economics (Nonvocational)
091001 — Homemaking (Nonvocational)
091010 — Comprehensive Home Economics (Nonvocational)
091020 — Child Development (Nonvocational)
091030 — Clothing and Textiles (Nonvocational)
091031 — Dressmaking (Nonvocational)
091032 — Costume Design/Selection (Nonvocational)
091033 — Glovemaking (Nonvocational)
091034 — Millinery (Nonvocational)
091035 — Tailoring (Nonvocational)
091036 — Weaving (Nonvocational)
091040 — Consumer Education (Nonvocational)
091060 — Family Relations (Nonvocational)
091061 — Family Living (Nonvocational)
091062 — Modern Family Living (Nonvocational)
091063 — Personal Family and Social Relations (Nonvocational)
091064 — Personal Living (Nonvocational)
091065 — Training for Marriage (Nonvocational)
091070 — Foods and Nutrition (Nonvocational)
091071 — Nutrition (Nonvocational)
091080 — Home Management (Nonvocational)
091090 — Housing and Home Nursing (Nonvocational)
091110 — Health and Home Nursing (Nonvocational)
091120 — Home Economics Seminar (Nonvocational)
091150 — Home Services (Nonvocational)

092000 — Home Economics (Vocational)
092001 — Homemaking (Vocational)
092010 — Comprehensive Home Economics (Vocational)
092020 — Child Development (Vocational)
092030 — Clothing and Textiles (Vocational)
092031 — Dressmaking (Vocational)
092032 — Costume Design and Selection (Vocational)
092033 — Glovemaking (Vocational)
092034 — Millinery (Vocational)
092036 — Weaving (Vocational)
092040 — Consumer Education (Vocational)
092060 — Family Relations (Vocational)
092061 — Family Living (Vocational)
092062 — Modern Family Living (Vocational)
092063 — Personal Family and Social Relations (Vocational)
092064 — Personal Living (Vocational)
092065 — Training for Marriage (Vocational)
092070 — Foods and Nutrition (Vocational)
092071 — Nutrition (Vocational)
092080 — Home Management (Vocational)
092090 — Housing and Home Furnishings (Vocational)
092110 — Health and Home Nursing (Vocational)
092150 — Home Services (Vocational)

9. COURSE TITLE NUMBER: (Con't.) Use the last four digits only, of the six digit listings below.

10 — INDUSTRIAL ARTS

Code	Course Title
100000 —	Industrial Arts
100010 —	Industrial Arts Theory
100020 —	Industrial Arts Shop
100030 —	Industrial Arts Laboratory
100100 —	Construction
100101 —	Pre-engineering
100102 —	Pre-engineering Shop
100110 —	Carpentry
100120 —	Cabinetmaking
100200 —	Crafts
100201 —	Art Metals Crafts
100202 —	Ceramics Crafts
100204 —	Plastics Crafts
100205 —	Leather Crafts
100206 —	Textiles Crafts
100207 —	Creative Crafts
100208 —	Upholstery
100300 —	Drafting
100301 —	Drafting Architectural
100305 —	Drawing, Engineering
100307 —	Drawing, Mechanical
100309 —	Drawing, Machine
100319 —	Drawing, Shop
100329 —	Blueprints
100339 —	Patternmaking
100400 —	Electricity and Electronics
100401 —	Electricity
100403 —	Electronics
100404 —	Radio Technical Electricity
100500 —	Elementary Industrial Arts
100502 —	Handicrafts
100600 —	General I. A. Shop
100604 —	Applied Shop
100700 —	Graphics
100701 —	Graphic Arts
100702 —	Photography
100704 —	Printing
100705 —	Graphic Arts Industries
100706 —	Lettering
100800 —	Home Mechanics

Code	Course Title
101200 —	Industrial Materials and Processes
101201 —	Fluid Power
101202 —	Industrial Materials
101204 —	Industrial Processes
101210 —	Industrial Survey
101300 —	Manufacturing
101310 —	Group Manufacturing
101320 —	Industrial Technology
101330 —	Job Orientation
101400 —	Metalworking
101402 —	Machine Shop
101405 —	Welding
101406 —	General Metal Shop
101407 —	Foundry
101500 —	Plastics
101600 —	Power Machines
101601 —	Auto Mechanics
101603 —	Mechanics
101604 —	Transportation
101605 —	Aeronautics
101606 —	Gasoline Engines
101607 —	Machines
101608 —	Machine Technology
101609 —	Millwork
101800 —	Services
101801 —	Surveying
101802 —	Surveying Stress and Design
101803 —	Stagecraft
101804 —	Gardening
101900 —	Woods
101901 —	Woodworking

11 — MATHEMATICS

Code	Course Title
110000 —	Mathematics
110091 —	Accelerated Mathematics
110092 —	Higher Mathematics
110093 —	Intensive Mathematics
110094 —	Integrated Mathematics
110095 —	Modern Mathematics
110096 —	Scientific Mathematics
110097 —	Set Theory Mathematics
110100 —	Arithmetic
110300 —	Algebra
110305 —	College Algebra
110306 —	Advanced Algebra and Solid Geometry
110390 —	Modern Algebra
110400 —	Algebra and Trigonometry
110500 —	Applied Mathematics
110501 —	Business Arithmetic
110502 —	Consumer Mathematics
110503 —	Shop Mathematics
110590 —	Industrial Arts Mathematics
110600 —	Calculus
110700 —	Calculus with Analytic Geometry
110800 —	Computer Mathematics
110900 —	Functional Mathematics
111100 —	General Mathematics
111113 —	Algebra and Statistics
111200 —	Geometry
111201 —	Analytic Geometry
111202 —	Plane Geometry
111203 —	Plane and Solid Geometry
111204 —	Solid Geometry
111290 —	Integrated Geometry
111300 —	Analysis
111400 —	Liberal Arts Mathematics
111500 —	Probability and Statistics
111600 —	Trigonometry
111690 —	Geometry and Trigonometry
111901 —	Beta Mathematics
111902 —	Math Analysis
111904 —	School Math Study Group (SMSG)
111905 —	University of Illinois Committee School Math (UICSM)

9. COURSE TITLE NUMBER: (Con't.) Use the last four digits only, of the six digit listings below.

12 MUSIC

Code   Course Title

121000 — General Music
   121010 — Public School Music

122000 — Music Literature and/or History
   122020 — Music Appreciation

123000 — Music Theory
   123020 — Theory and Harmony

124000 — Vocal Music
   124010 — Choir
   124011 — Chorus, Female
   124012 — Chorus, Male
   124013 — Chorus, Mixed
   124020 — Voice
   124022 — Applied Music, Private Vocal
   124030 — Choral Ensemble
   124111 — Glee Club, Female
   124112 — Glee Club, Male
   124113 — Glee Club, Mixed

125000 — Instrumental Music
   125010 — Band
   125011 — Concert Band
   125012 — Marching Band
   125013 — Stage Band
   125014 — Drum and Bugle Corps
   125015 — Majorette - Twirling
   125020 — Orchestra
   125030 — Instrumental Ensemble
   125040 — Instrumental Techniques
   125042 — Applied Music, Private Instrumental

13 — NATURAL SCIENCES

Code   Course Title

132000 — Biological Science
   132001 — Biology
   132010 — Applied Biology
   132020 — Biology Laboratory
   132030 — Marine Biology
   132040 — Radiation Biology
   132050 — Laboratory Research Biology
   132060 — Biological Science
   132070 — Biological Science Curriculum Study (BSCS)
   132100 — Botany
   132200 — Microbiology
   132300 — Zoology
   132401 — Anatomy
   132420 — Physiology
   132511 — Ecology
   132600 — Science and Health
   132812 — Entomology

133000 — Physical Science
   133001 — General Science
   133008 — Electricity
   133009 — Electronics
   133010 — Applied Science
   133019 — Nuclear Science
   133033 — Thermodynamics
   133091 — Practical Science
   133100 — Chemistry

Code   Course Title

   133105 — Chemical Bond Approach
   133110 — Applied Chemistry
   133113 — Inorganic Chemistry
   133120 — Chemistry Laboratory
   133122 — Organic Chemistry
   133125 — Qualitative Analysis
   133126 — Quantitative Analysis
   133130 — Chemistry Study
   133200 — Physics
   133210 — Applied Physics
   133219 — Nuclear Science
   133220 — Physics Laboratory
   133221 — Optics
   133250 — Laboratory Research Physics
   133252 — Physics, Physical Science Study Committee (PSSC)
   133300 — Science of Photography

134000 — Earth-Space Science
   134001 — Aeronautics
   134005 — General Earth Space Science
   134010 — Applied Earth Science
   134100 — Astronomy
   134101 — Space Science
   134105 — Cosmology
   134200 — Geology
   134201 — Conservation
   134210 — Hydrology
   134215 — Paleontology
   134216 — Physical Geography
   134217 — Soil Science
   134300 — Meteorology
   134304 — Climatology
   134400 — Oceanography

14 — OFFICE OCCUPATIONS (see Business Education)

Preparation for these occupations consists of subject matter content drawn from other subject areas. To use this subject area for reporting, choose course title keys from Business Education, but change the code number of these course title keys as follows: Drop the first two digits of the Business Education course code (03) and substitute the Office Occupations course code (14). Content descriptors can be used from Business Education without any change, or they can be omitted entirely.

Example: To report accounting, course title key — 030100 as an Office Occupation course, drop the digits 03 and use 14 instead. The code number then becomes 140100 for accounting as an Office Occupation course.

9. COURSE TITLE NUMBER: (Con't.) Use the last four digits only, of the six digit listings below.

15 — SOCIAL SCIENCES

Code	Course Title
150000 — Social Science	
150100 — Anthropology	
150200 — Area Studies (Multidisciplinary)	
150214 — Western Europe	
150300 — Citizenship	
150301 — Community Civics	
150400 — Conservation	
150500 — Consumer Education	
150600 — Economics	
150603 — Consumer Economics	
150605 — Money and Banking	
150607 — Principles of Economics	
150608 — Occupations	
150609 — Occupational Planning	
150699 — Economic Problems	
150700 — Geography	
150702 — Human Geography	
150703 — Physical Geography	
150723 — Economic Geography	
150724 — Government and Geography	
150727 — Commercial Geography	
150751 — U.S. Geography	
150752 — World Geography	
150800 — History	
150810 — American History	
150811 — American History and World Backgrounds	
150812 — North American History	
150813 — Northwest History	
150814 — Canadian History	
150820 — Local History	
150830 — Modern History	
150831 — Contemporary History	
150832 — Modern European History	
150840 — Non-Western History	
150841 — Old World History	
150842 — Oriental History	
150843 — Russian History	

Code	Course Title
150844 — Far Eastern History	
150845 — European History	
150846 — English History	
150847 — Eastern Hemisphere	
150848 — Asian History	
150849 — Latin America	
150850 — State History	
150851 — Regional History	
150853 — Southwest History	
150854 — History of the South	
150855 — New England History	
150860 — United States History	
150861 — Colonial History	
150862 — American Studies	
150870 — Western Civilization	
150871 — Western European History	
150872 — Western Hemisphere	
150880 — World Civilization	
150881 — World Cultures	
150882 — Ancient History	
150883 — Ancient-Medieval History	
150884 — Bible History	
150885 — Medieval History	
150886 — History of Civilization	
150890 — World History	
150891 — History of Nations	
150892 — Industrial History	
150893 — Negro History	
150894 — Economic History	
150895 — Ethnic History	
150900 — Philosophy	
150904 — Logic	
150990 — Law	
151000 — Political Science	
151001 — American Government	
151002 — Comparative Systems	
151004 — World Problem	
151005 — International Relations	
151008 — Government	
151009 — Problems	
151010 — American Contemporary Problems	
151011 — American Institutions	
151012 — American Studies	

Code	Course Title
151013 — Problems of Democracy	
151014 — State's Government	
151015 — U.S. Government	
151040 — Contemporary Civilization	
151100 — Psychology	
151101 — Developmental Psychology	
151102 — Educational Psychology	
151103 — General Psychology	
151105 — Social Psychology	
151200 — Sociology	
151201 — Social Studies	
151202 — Social Studies Seminar	
151205 — Social Problems	
151242 — Family Life	
151243 — Religion	

16 — TECHNICAL EDUCATION

Code	Course Title
160100 — Engineering Technology	
160101 — Aeronautical Technology	
160102 — Agricultural Technology	
160103 — Architectural Technology	
160104 — Automotive Technology	
160105 — Chemical Technology	
160106 — Civil Engineering Technology	
160107 — Electrical Technology	
160108 — Electronics Technology	
160109 — Electro-mechanical Technology	
160110 — Air Conditioning, Refrigeration, and/or Heating Mechanics	
160111 — Industrial Technology	
160112 — Instrumentation Technology	
160113 — Mechanical Design/Production	
160114 — Metallurgical Technology	
160115 — Nuclear Technology	
160116 — Petroleum Technology	
160118 — Microminization Technology	
160119 — Drafting Design Technology	

Code	Course Title
160163 — Building and Contracting Technology	
160169 — Safety Engineering Technology	
160300 — Health Technology	
160400 — Office Related Technology	
160502 — Commercial Pilot Training	
160503 — Fire and Safety Technology	
160504 — Forestry Technology	
160505 — Marine Technology	
160901 — Mortuary Technology	
160902 — Television Production	
160903 — Technical Writing	
160904 — Radiological Technology	
160905 — Aerospace Technology	
160906 — Communications Technology	
160907 — Technical Training, other	
160908 — Meteorological Technology	
161000 — Data Processing Technology	
161010 — Computer Programming	
161020 — Systems Analysis	

17—TRADES AND INDUSTRY (INDUSTRIAL EDUCATION)

Code	Course Title
170100 —	Air Conditioning
170102 —	Heating
170200 —	Appliance Service and Repair
170301 —	Automotive Body Repair and Refinishing
170302 —	Automotive Mechanics
170400 —	Aircraft M. & Op.
170401 —	Aviation Mechanics
170402 —	Aviation, Ground Op.
170409 —	Aviation Sheet Metal
170500 —	Blueprint Reading and Estimation
170600 —	Business Machines Mechanics
170700 —	Commercial and Advertising Art
170701 —	Interior Decorating
170800 —	Fishing, Commercial
170900 —	Photography and Photo-Finishing
171000 —	Building and Trades
171001 —	Carpentry
171002 —	Electric Wiring
171003 —	Heavy Equipment
171004 —	Brick Masonry, Blocklaying, Tile Setting
171005 —	Painting and Decorating
171006 —	Plastering
171007 —	Plumbing and Pipe Fitting
171008 —	Glazing
171009 —	Cement Finishing
171010 —	Steam Fitting
171020 —	Roofing
171100 —	Custodial Service and Building Maintenance
171200 —	Diesel Mechanics
171300 —	Drafting
171301 —	Mechanical Drafting
171302 —	Structural Drafting
171303 —	Electrical Drafting
171311 —	Patternmaking
171401 —	Electricity, Industrial
171402 —	Electric Line Service
171403 —	Electric Motor/General Mechanics
171500 —	Electronics
171501 —	Telephone Installation and Repair Service
171503 —	Radio and Television Service
171504 —	Radio Communication
171505 —	Television Studio M. & Op.
171509 —	Electronic Mechanics and Assembly
171512 —	Computer Maintenance

Code	Course Title
171600 —	Dry Cleaning and Laundry
171700 —	Industrial Supervision and Foremanship
171900 —	Graphic Arts
171901 —	Lithography
171902 —	Engraving
171903 —	Printing
171904 —	Mechanical Shop Drawing
171910 —	Cartography
172100 —	Instrument Repair
172102 —	Watchmaking
172200 —	Maritime Occupations
172300 —	Iron Work
172301 —	Foundry
172302 —	Machine Shop Work
172303 —	Power Machine Tool Operation
172304 —	Tool and Die Making
172305 —	Sheet Metal Work
172306 —	Welding
172309 —	Lathing
172310 —	Millwrighting
172400 —	Metallurgy
172500 —	Nucleonics
172601 —	Barbering
172603 —	Cosmetology
172640 —	Massage
172700 —	Plastics
172800 —	Public Service
172801 —	Fire Fighting
172802 —	Law Enforcement
172900 —	Food Trades
172903 —	Meat Cutting
172920 —	Commercial Cooking and Baking
173000 —	Refrigeration
173100 —	Gasoline Engine Mechanics
173200 —	Petroleum and Natural Gas
173210 —	Boilermaking
173220 —	Water and Sewage Plant Operation
173300 —	Garment Making, Commercial
173301 —	Needle Trades
173302 —	Tailoring
173400 —	Shoe Repair
173500 —	Upholstery
173600 —	Woodworking
173601 —	Cabinet Making, Millwork, and Furniture Making
173609 —	Furniture Repair
174000 —	Mechanics
174010 —	Hydraulic Mechanics
174020 —	Maintenance and Op. Mechanics
174030 —	Machinery Repair
174310 —	Railroad Engineering and Firing
174320 —	Railroad Telegraphy and Station Agency Work

Code	Course Title
174330 —	Railroad Train Work
174600 —	Trade Science
175100 —	Landscaping and Industrial Nursery Work
175200 —	Surveying
176000 —	Transportation Trades
176101 —	Vehicle Driving, Commercial
176200 —	Navigation
179000 —	Exploratory Vocational

18—GENERAL ELEMENTARY EDUCATION AND GENERAL SECONDARY EDUCATION

Code   Course Title

(Handbook VI—identifies "selected types of instructional organization for carrying on instruction.")

180100 — General Elementary Years and Grades
180101 — Early Elementary Years or Grades, Early Childhood Education
180102 — Intermediate Elementary Level
180103 — Upper Elementary Level
180111 — Nursery-Kindergarten Level
180112 — Primary Level
180119 — Other Early Elementary Organization
180199 — Other Plan for General Elementary Year or Grades

180200 — Middle School Level
180300 — General Secondary Years or Grades
180301 — Junior High School Level
180302 — Senior High School Level
180399 — Other Secondary School Level (see Code 5X for Nondepartmentalized Homerooms)

Courses/Activities Not Elsewhere Classified

180410 — Cadets
180411 — Medical Cadet Corps
180412 — Military Science
180413 — R.O.T.C.
180420 — Cooperative Program
180421 — Special Group Instruction
180422 — Work Experience
180430 — Guidance
180431 — Group Guidance
180440 — School Service
180450 — Teacher Training, In-service

110

9. COURSE TITLE NUMBER: (Con't.) Use the last four digits only, of the six digit listings below.

19 — EXCEPTIONAL CHILD EDUCATION/DIFFEREN-
TIALIZED CURRICULUM

Code   Course Title

:`)`00C - Special Education
190100 — Special Education Communications
190500 — Exceptional Child Education
190900 — Differentialized Curriculum, General

191000 — Intellectually Disabled (Mentally Handicapped)
191010 — Educable Mentally Handicapped
191020 — Trainable Mentally Handicapped
191030 — Learning Disabilities

192000 — Physically Handicapped
192010 — Speech Handicapped
192030 — Physically Handicapped, Crippled
192040 — Physically Handicapped, Aurally
192050 — Physically Handicapped, Visually
192060 — Multihandicapped

Code   Course Title

192070 — Multihandicapped, Deaf-Blind
192071 — Multihandicapped, Deaf-Mentally Handicapped
192072 — Multihandicapped, Blind-Mentally Handicapped
192073 — Multihandicapped, Crippled and Deaf or Blind
192080 — Physical Therapy

193010 — Emotionally Handicapped

194000 — Varying Exceptionalities
194010 — Occupational Therapy
194050 — Special Services

195000 — Socially and Emotionally Handicapped
195010 — Culturally Handicapped

199000 — Intellectually Superior (Mentally Gifted)

20 — COCURRICULAR ACTIVITIES

Activities which are cocurricular are noncredit and are usual-
ly related to the total curriculum either during or outside of
the regular scheduled school program.

Each of the five kinds of cocurricular activities, Academic,

Athletic and Sports, Music, Service and Social are coded by
groups. Code 20 should be used only when the activities are
so broadly defined that they cannot be placed in one of these
groups or when they involve several groupings.

21 — COCURRICULAR ACTIVITIES, ACADEMIC

Code   Course Title

210101 — Art Club
210102 — Biology Club
210103 — Boys Nation
210104 — Debate Club
210105 — Distributive Education Clubs of America
210106 — Dramatics Club
210107 — Family Living Club
210108 — 4-H Club
210109 — Foreign Language Club
210110 — Future Business Leaders of America
210111 — Future Farmers of America
210112 — Future Homemakers of America
210113 — Future Teachers of America
210114 — Girls Nation
210115 — International Relations Club
210116 — Journalism Club
210117 — Junior Achievement, Incorporated
210118 — Literary Club
210119 — Mathematics Club
210120 — Music Club
210121 — National Honor Society (NEA)
210122 — National Junior Honor Society (NEA)
210123 — National Thespian Society
210124 — Photography Club
210125 — Quill and Scroll
210126 — Science Club
210127 — Science Fair, International
210128 — Social Studies Club
210129 — Speech Club
210130 — Student Nurses Association
210131 — Trades and Industrial Education Club
210132 — Voice of Democracy
210133 — Young Farmers Association
210199 — Other Academic Cocurricular Activities

22 — COCURRICULAR ACTIVITIES, ATHLETICS AND SPORTS

Code   Course Title

220201 — Aquatics (includes swimming)
220202 — Archery
220203 — Badminton
220204 — Baseball
220205 — Basketball
220206 — Bowling
220207 — Cheerleading
220208 — Cross Country
220209 — Field Hockey
220210 — Football
220211 — Girls Athletic Association
220212 — Golf
220213 — Gymnastics
220214 — Riflery
220215 — Snowskiing
220216 — Soccer
220217 — Softball
220218 — Tennis
220219 — Track and Field
220220 — Twirlers
220221 — Volleyball
220222 — Wrestling
220299 — Other Athletic and Sport Cocurricular Activities

9. COURSE TITLE NUMBER: (Con't.) Use the last four digits only, of the six digit listings below.

23 — CURRICULAR ACTIVITIES, MUSIC

Code	Course Title
230300 — Combo
230301 — Concert Band
230302 — Dance Band
230303 — Drum and Bugle Corps
230305 — Marching Band
230306 — Pep Band
230307 — Choir
230308 — Chorus
230309 — Instrumental Ensemble
230310 — Voice Ensemble
230311 — Glee Club
230312 — Music Production
230313 — Orchestra
230399 — Other Music Cocurricular Activities

24 — COCURRICULAR ACTIVITIES, SERVICE

Code	Course Title
240401 — Audiovisual Assistant
240402 — Class Officer
240403 — Film Projectionist
240404 — Laboratory Assistant
240405 — Library Assistant
240406 — National Junior Red Cross
240407 — National Student Traffic Safety Program
240408 — Office Assistant
240409 — Poster and Display Club
240410 — School Newspaper Photographer
240411 — School Safety Patrol
240412 — School Service Club
240413 — Student Council, National Association of
240414 — Student Union and/or Student Activity Center
240499 — Other School and/or Public Service Cocurricular Activities

25 — COCURRICULAR ACTIVITIES, SOCIAL AND OTHER

Code	Course Title
250501 — Boy Scouts of America
250502 — Camp Fire Girls
250503 — Creative Dance
250504 — Cub Scouts
250505 — Folk Music Club
250506 — Girls Recreation Association
250507 — Girl Scouts of the U.S.A.
250508 — Hi-Y
250509 — Hobby Club
250510 — Junior Hi-Y
250511 — Junior Tri-Hi-Y
250512 — Stamp Club
250513 — Tri-Hi-Y
250514 — Y.M.C.A.
250515 — Y-Teens
250516 — Y.W.C.A.
250599 — Other Social Cocurricular Activities

30 — DRIVER EDUCATION

Code	Course Title
300300 — Driver Education
300304 — Driver Education, Behind the Wheel
300310 — Driver Education, Classroom
300320 — Driver Education, Simulator Trainee

5X — NONDEPARTMENTALIZED

When the instructional program or segments of it are nondepartmentalized and cannot appropriately be reported by subject area, they can be reported by using these codes. Since these programs are usually organized around a homeroom, that is the terminology employed here to refer to them.

Code	Course Title
500000 — Homeroom, Elementary
510000 — Homeroom, Secondary

10. SEQUENTIAL YEAR - if the course title includes a Roman numeral as part of the course title, it is recorded here. Example: English I   Use the codes as listed below:

0 - Does Not Apply	4 - IV
1 - I	5 - V
2 - II	6 - VI
3 - III	

11. LEVEL OF DIFFICULTY - select from the following modifiers the one that best describes the level of difficulty of this course.

    0 - Does Not Apply
    1 - Remedial - Remediation or re-teaching
    2 - Basic - Below average
    3 - Average
    4 - Advanced - Above average
    5 - Honors or College - College advanced standing or gifted students
    6 - No Level Indicated - Heterogeneously organized level or not structured

12. YEAR OR GRADE LEVEL - grade(s) in school in which the course is taught. In ungraded schools, the level of the course content is equated to the grade which would be used in graded schools. If more than one grade level is included, the lowest grade is reported in the first two spaces, the highest grade in the second two. When only one grade level is involved, 0's will be reported in the first two character spaces and the grade is reported only in the second two.

00 - Does Not Apply	07 - 7
20 - N	08 - 8
21 - K	09 - 9
01 - 1	10 - 10
02 - 2	11 - 11
03 - 3	12 - 12
04 - 4	13 - 13
05 - 5	14 - 14
06 - 6	15 - Adult Education

Example: a course section with students in tenth grade only would be reported as | 0 | 0 | 1 | 0 |.

13. SOCIAL SECURITY NUMBER - the number assigned to the teacher or instruction by the Social Security Administration.

14. SITE NUMBER - the number that identifies the site on which the building(s) that house the organization stands. A district assigned number.

15. SPACE LOCATION NUMBER - this number is the identifier of the space location in which the course/section takes place. It includes Building Number (3 digits), Building Unit Code (1 digit), and Space Identification Number (4 digits). These numbers are provided by your local district.

16. SCHOOL YEAR - the last two digits of the calendar year during which the school year ends. Example: Class taught during the first semester from September 1969 to January 1970 is reported [7|0].

17. TERM - designates the period of time within the school year during which the class is taught.

Quarter (11 to 15 weeks during regular school year)
1 - Fall
2 - Winter
3 - Spring
4 - Fall, Winter and Spring
5 - Summer

Semester (16 to 20 weeks during regular school year)
6 - Fall
7 - Spring
8 - Fall and Spring
9 - Summer
0 - Other

Example: Nine-month course in a school that uses semester basis is indicated as 8.

18. TYPE OF PROGRAM - to be used only as appropriate if the class is eligible for special funds, either from state or federal funds; use the codes that are listed below.

00 - Does Not Apply
(Federally funded except ESEA and OEO)
01 - Vocational Agriculture
02 - Vocational Home Economics
03 - Distributive/Marketing
04 - Technical Education
05 - Trade and Industry
06 - Health Occupations
07 - Office Occupations
08 - Combination of two or more of above
09 - Vocational Rehabilitation

(State Specially Funded)
11 - Special Education
12 - Driver Education
13 - Gifted Education
14 - Compensatory Education
15 - Adult Basic Education
16 - Other State Funded

19. TYPE OF PUPILS - use the codes as listed below.

0 - Normal range of pupils
1 - Gifted and talented
2 - Slow learner
3 - Mentally handicapped
4 - Physically handicapped
5 - Socially and/or emotionally handicapped

6 - Culturally handicapped
7 - Pupils with learning difficulties
8 - Former dropouts
9 - Miscellaneous characteristics

20. CREDIT UNITS - expressed in Carnegie units or their equivalent to be reported in whole and/or decimal fractions to the nearest hundredth. If credit units are inappropriate to a given class or activity, as in elementary schools, this item should be reported as 0 in all spaces. Example: A class in which 1½ Carnegie units are given is reported as [1|5|0] .

21. COURSE MEETS REQUIREMENT - use one of the codes as listed below to show what requirements are met by successful completion of the course.

    0 - Does Not Apply
    1 - State requirement
    2 - School district requirement
    3 - Both a school district and a state requirement
    4 - Required for admission to higher education institutions
    5 - State and higher education requirement
    6 - District and higher education requirement
    7 - District, state and higher education requirement
    8 - None

22. CARD NUMBER - 2

23. CONTENT DESCRIPTORS - use the codes as listed on the following pages. These are to be freely selected from look-up tables for each subject area and reported as a means of describing the content of a class. At least one must be reported for each class, but no more than seven for any one class. Content descriptors are to be reported in order of priority or emphasis in the class.

23. CONTENT DESCRIPTORS: Use the codes as listed below.

806.4   Content Descriptor Lists and Codes

These lists are for the content descriptors, of the data items, that were too extensive to be included with the item definitions in section 806.

Content Descriptors - these coded data items are defined in section 806.2 and are used to describe the content of a course/section. The use of content descriptors in the Instructional Programs Subsystem is predicated on the assumption that they provide a means of describing the curricula found in schools today. The scope of coverage is from nursery (prekindergarten) through grade 14 or equivalent.

Several subjects are unusual enough that a different means of describing them is employed. Because the content of certain areas is largely occupationally oriented, the classifications used in Handbook VI identify only clusters of occupations rather than discrete subject matter content. Therefore, content descriptors are not given for the Areas of Industrial Education, Technical Education, Office Occupations, Health Occupations or Cocurricular Activities.

The Instructional Area of Foreign Languages is analogous to the occupationally oriented areas of vocational education. Handbook VI does not provide for description of content such as skill development or other discrete aspects of each language. Instead, only the names of specific languages are given. Therefore, the content descriptors used here are not attributable to the Handbook. In several other subject areas handbook terminology has been supplemented where, in the judgment of the Instructional Programs Subsystem Committee, obvious inadequacies existed.

01 — AGRICULTURE

Code	Content Descriptors

100 — Production Agriculture
101 — Animal Science
102 — Plant Science
103 — Farm Mechanics
104 — Farm Business Management

200 — Agricultural Supplies
201 — Agricultural Chemicals
202 — Livestock Feeds
203 — Seeds
204 — Fertilizers

300 — Agricultural Mechanization
301 — Agricultural Power and Machinery
302 — Agricultural Structures and Conveniences
303 — Soil and Water Management
304 — Agricultural Mechanics Skills
306 — Agricultural Electrification
307 — Metal Working Shop
308 — Woodworking Shop

400 — Agricultural Products
401 — Food Products
499 — Other Agricultural Products

500 — Ornamental Horticulture
501 — Arboriculture
502 — Floriculture
503 — Greenhouse Management
504 — Landscaping
505 — Nursery Operation
506 — Fine Turf Management

600 — Agricultural Resources
601 — Forests
602 — Recreation Resources
603 — Soil
604 — Wildlife
605 — Water
606 — Air

900 — Other Agriculture

02 — ART

Code	Content Descriptors

101 — Art History
102 — Art Theory
103 — Humanities, Including Performing Arts

200 — Art Studio

210 — Basic Design
211 — Two-D Design
212 — Three-D Design

220 — Commercial Design
221 — Advertising and Graphic Arts
222 — Design for Performing Arts
223 — Fashion Design
224 — Technical Illustration

230 — Environmental Design
231 — Architectural Design

240 — Crafts
241 — Metalwork and Jewelry
242 — Pottery Forming and Ceramics
243 — Textiles
244 — Metal Finishing, Casting, Forging, Soldering, and/or Brazing
245 — Lapidary
246 — Glazing
247 — Weaving, Hooking, and/or Stitchery
248 — Wood and Leather Crafts
249 — Other Crafts

250 — Drawing
251 — Contour Drawing
252 — Gesture Drawing

Code	Content Descriptors

253 — Shading
254 — Linear Perspective
255 — Other Drawing

260 — Painting
261 — Oil Painting
262 — Watercolor
263 — Tempera Painting
264 — Casein Painting
265 — Using Synthetic Paints

270 — Photography
271 — Film Development and Production
272 — Photomontage
273 — Camera Mechanics
274 — Motion Pictures
275 — Photography Lighting

280 — Printmaking
281 — Intaglio
282 — Relief
283 — Planographics
284 — Stencil
285 — Etching, Engraving and/or Lithography
286 — Wood and Linoleum Arts
287 — Lettering and/or Calligraphy
288 — Serigraphy (silk screen)

290 — Sculpture
291 — Casting Sculpture
292 — Sculpture Media

900 — Other Art

23. CONTENT DESCRIPTORS: (Con't.) Use the codes as listed below.

03 — BUSINESS EDUCATION

Code	Content Descriptors
010 —	Accounting
011 —	Accounting Principles
012 —	Accounting Systems
013 —	Advanced Accounting
014 —	Auditing
015 —	Cost Accounting
016 —	C.P.A. Review
017 —	Data Processing Accounting
018 —	Government and Institutional Accounting
019 —	Intermediate Accounting
020 —	Managerial Accounting
021 —	Payroll Accounting
023 —	Secretarial Accounting
024 —	Tax Accounting
030 —	Bookkeeping
035 —	Machine Bookkeeping
036 —	Payroll Record Keeping
037 —	Record Keeping
040 —	Budget Control
050	Business Arithmetic
060 —	Business Communications
062 —	Report Writing
070 —	Business Ethics
080 —	Business Finance
090 —	Business Law
100 —	Business Machines
103 —	Calculating and Listing Machines
104 —	Duplicating Machines
109 —	Other Business Machines
110 —	Business Psychology
120 —	Business Statistics
130 —	Business Work Experience

Code	Content Descriptors
140 —	Clerical Practices
170 —	Data Processing and Computer Operation
171 —	Introduction to Data Processing
171 —	Data Processing Systems
174 —	Computer Programming
175 —	Computer Operation - Introduction
176 —	Processing Equipment Operation
179 —	Other Data Processing
200 —	Exploratory Business
210 —	Filing
220 —	Filing and Record Control
230 —	General Business or Introduction to Business
240 —	Insurance
250 —	Investments
260 —	Management Principles
261 —	Business Principles
262 —	Business Organization and Management
263 —	Labor Management Relations
280 —	Office Practice
290 —	Personal Development/ Human Relations
300 —	Personal Finance
330 —	Salesmanship Principles
339 —	Other Salesmanship
340 —	Shorthand Stenographic and Secretarial
341 —	Machine Shorthand
342 —	Personal Shorthand
343 —	Shorthand Theory
344 —	Specialized Shorthand Terminology and Transcription
345 —	Shorthand Dictation
346 —	Shorthand Speed Building
347 —	Shorthand Transcription
348 —	Machine Transcription
349 —	Secretarial Practice
350 —	Typewriting
351 —	Personal Typewriting
352 —	Production Typing
990 —	Other Business

04 — DISTRIBUTIVE EDUCATION

Code	Content Descriptors
002 —	Business
004 —	Communications for Distribution
005 —	Economics of Consumption
006 —	Economics of Marketing
011 —	Expense Control
012 —	Human Relations
013 —	Mathematics of Distribution
099 —	Other Allied Subject Matter
101 —	Advertising Services
102 —	Apparel and Accessories
103 —	Automotive and Petroleum
104 —	Finance and Credit
105 —	Food Distribution
106 —	Food Services
107 —	General Merchandise
108 —	Hardware Building Materials, Farm and Garden Supplies and Equipment
109 —	Home Furnishings
110 —	Hotel and Lodging
111 —	Insurance
112 —	Foreign Trade
113 —	Management (General/ Miscellaneous)
114 —	Marketing (General)
115 —	Mid-management
116 —	Real Estate
117 —	Retailing (General/ Miscellaneous)
119 —	Wholesaling (General/ Miscellaneous)

Code	Content Descriptors
200 —	Advertising and Sales Promotion
300 —	Buying
301 —	Fashion Merchandising
302 —	Fashion Trends
303 —	Merchandising Mathematics
304 —	Retail Buying
305 —	Retail Merchandising
390 —	Other Merchandising
399 —	Other Buying
400 —	Marketing Management
401 —	Mid-management
402 —	Personnel Management
403 —	Real Estate Management
404 —	Retail Store Management
405 —	Sales Management
406 —	Small Business Management
490 —	Other Management
500 —	Marketing Research
501 —	Market Analysis
502 —	Marketing Trends
590 —	Other Marketing
601 —	Credit and Collection
602 —	Purchasing
603 —	Transportation
699 —	Other Marketing Operations
700 —	Selling
701 —	Direct Sales
702 —	Retail Selling
703 —	Sales Management
704 —	Salesmanship
799 —	Other Selling
800 —	Composite Subject Matter
801 —	Agricultural Marketing
802 —	Distribution
803 —	Distribution (Cooperative)
804 —	Distribution (Project)
811 —	Industrial Marketing
812 —	International Marketing
813 —	Principles of Marketing
900 —	Specialty Subject Matter
903 —	Principles of Insurance
907 —	Product Information
990 —	Other Distribution and Marketing (Distributive Education)

23. CONTENT DESCRIPTORS: (Con't.) Use the codes as listed below.

05 — ENGLISH LANGUAGE ARTS

Code	Content Descriptors
100 —	Language Skills
101 —	Handwriting Skills
102 —	Library Use Skills
103 —	Spelling Skills
104 —	Punctuation Skills
105 —	Listening
106 —	Dictionary Skills
107 —	Reference Skills Skills
108 —	Vocabulary/Diction Skills
110 —	Reading
111 —	Reading Readiness
112 —	Beginning Reading
113 —	Developmental Reading
115 —	Remedial Reading
116 —	Individualized Reading
200 —	Linguistics
201 —	Phonology
202 —	Grammar
203 —	Usage (Functional Grammar)
204 —	History of English Language
205 —	Dialectology
206 —	Semantics/Semology
207 —	Study about Language
211 —	Phonetics
222 —	Grammar, Structural
223 —	Grammar, Generative
224 —	Grammar, Transformational
300 —	Literature
301 —	American Literature
302 —	Biblical Literature
303 —	Classical Literature
304 —	English Literature
305 —	World Literature

Code	Content Descriptors
336 —	Biography
337 —	Drama
338 —	Essay
339 —	Fiction
340 —	Poetry
366 —	Children's Literature
367 —	Adolescent Literature
369 —	Humanities/Literature
400 —	Composition
401 —	Composition Theory
411 —	Composition Logic (Reasoning)
412 —	Rhetoric
413 —	General Semantics
413 —	General Semantics (Connotative Meaning)
420 —	Writing
421 —	Expository Writing
422 —	Persuasive Writing
423 —	Creative Writing
424 —	Narrative Writing
430 —	Journalism
431 —	Reporting
432 —	Editorial Writing
433 —	Feature Writing
434 —	History of Journalism
490 —	Note Taking/Outlining
500 —	Speech
502 —	Oral Interpretation of Literature
503 —	Speech Improvement
504 —	Speech through Mass Media
511 —	Public Speaking
512 —	Argumentation and Debate
515 —	Discussion
516 —	Speech Criticism
517 —	Parlimentary Procedure
518 —	Speech Persuasion
521 —	Choral Speech
531 —	Voice and Diction
600 —	Dramatic Arts
601 —	Acting
602 —	Dramatic Literature
603 —	Creative Dramatics
604 —	Play Production
605 —	Playwriting
606 —	Technical Theater and Design
607 —	Theater Criticism
608 —	Theater History

06 — FOREIGN LANGUAGES

Code	Content Descriptors
101 —	Composition
102 —	Grammar
103 —	Reading
104 —	Speaking
105 —	Translation to English
106 —	Translation from English
107 —	Vocabulary
201 —	Civilization
202 —	Culture
203 —	History
204 —	Literature
301 —	Linguistics
302 —	Morphology
303 —	Philology
304 —	Phonics
305 —	Phonemics
306 —	Structure
307 —	Syntax

08 — HEALTH, SAFETY, PHYSICAL EDUCATION

Code	Content Descriptors
100 —	Health Education
101 —	Community Health
103 —	Disease Prevention and Control
104 —	Environmental Health
105 —	Family Life Education
106 —	First Aid
107 —	Growth and Development
108 —	Harmful Substances
109 —	Health Careers
110 —	Health Maintenance and Care
111 —	International Health
199 —	Other Health Education
200 —	Safety Education
201 —	Civil Defense
202 —	Explosives
203 —	Fire Arms
204 —	Fire Safety
205 —	Holiday and Vacation Safety
206 —	Law, Liability, and Responsibility
207 —	Personal Responsibility and Unsupervised Activities
208 —	Safety in Home
209 —	Safety in Physical Education and Recreation
210 —	School Safety
211 —	Traffic Safety
212 —	Vocational and Occupational Safety
213 —	Water Safety
299 —	Other Safety Education

Code	Content Descriptors
400 —	Physical Edu...
401 —	Adapted Physical Education
402 —	Aquatics (... swimming)
403 —	Body Dynamics
404 —	Dance, Rhythm, and Dramatic Activities
405 —	Group Games, tests, and ...
406 —	Individual ... Sports
407 —	Outdoor ... Activities
408 —	Stunts, Tumbling, and Gymnastics
409 —	Team Sports
499 —	Other Physical Education
500 —	Recreation
501 —	Arts and Crafts
502 —	Communication ...
503 —	Hobbies
504 —	Outdoor Recreation ...
505 —	Performing Arts
506 —	Physical Recreation
507 —	Voluntary Service
599 —	Other Recreation

23. CONTENT DESCRIPTORS: (Con't.)ᶻ Use the codes as listed below.

09 — HOME ECONOMICS

Code   Content Descriptors

100 — Homemaking — Preparation for Personal, Home, and Family Living
101 — Comprehensive Homemaking or Home Economics
102 — Child Development
103 — Clothing and Textiles
104 — Consumer Education
105 — Family Health
106 — Family Relations
107 — Foods and Nutrition
108 — Home Management
109 — Housing and Home Furnishings
199 — Other Homemaking

200 — Home Economics Occupational Preparation
201 — Care and Guidance of Children
202 — Clothing Management
203 — Food Management
204 — Home Furnishings and/or Equipment
221 — Clothing Production
222 — Clothing Services
231 — Food Production and Preparation
232 — Food Services for Furnishings
241 — Home Services for Furnishings
242 — Interior Decoration
251 — Institutional and Commercial Housekeeping
252 — Home Management and Supporting Services
253 — Public Housing Services and Management
299 — Other Home Economics NEC

10 — INDUSTRIAL ARTS

Code   Content Descriptors

010 — Industrial Arts Science (Chemistry)
011 — Industrial Arts Science (Physics)
012 — Industrial Materials and Processes

100 — Construction
110 — Carpentry Construction
113 — Masonry Construction
114 — Plumbing Construction
115 — Electrical Construction
116 — Scaled Structures
121 — Fluid Power
122 — Industrial Materials
124 — Industrial Processes
125 — Instrumentation
126 — Numerical Control
130 — Manufacturing
141 — Metals
142 — Metal Machining
143 — Metal Technology
144 — Sheet Metal
145 — Welding
150 — Plastics
152 — Plastics Technology
160 — Power and Automotive Machines
161 — Automotive Mechanics
163 — Power Mechanics
164 — Transportation
170 — Research and Development
180 — Service Industries
190 — Woods
192 — Woods Technology

200 — Crafts
201 — Art Metals
202 — Ceramics

Code   Content Descriptors

203 — Crafts (Industrial)
205 — Leather
206 — Textiles

300 — Drafting
301 — Architectural Drafting
302 — Descriptive Geometry
304 — Drafting Technology
305 — Engineering Drawing
306 — Industrial Design
307 — Mechanical Drawing
308 — Technical Illustration

400 — Electricity/Electronics
401 — Electricity
403 — Electronics

500 — Elementary School Industrial Arts

600 — General Industrial Arts

700 — Graphic Arts
702 — Photography
703 — Photolithography
704 — Printing

800 — Home Mechanics

900 — Industrial Arts Mathematics
999 — Other Industrial Arts

11 — MATHEMATICS

Code   Content Descriptors

010 — Mathematics for Elementary Teachers
011 — General Mathematics

100 — Elementary School Mathematics
101 — Sets, Numbers, Numeral Concepts
103 — Decimal System - Place Values
104 — Number Systems
105 — Basic Operations and Properties of Operations
108 — Problem Solving
109 — Ratio, Proportion, Percent
110 — Equality and Inequality
111 — Theory of Numbers
112 — Finance, Interest, Taxes, Installments
113 — Measurement
114 — Informal Geometry
115 — Informal Algebra
120 — Geometry
121 — Analytic Geometry
122 — Plane Geometry
124 — Solid Geometry
130 — Introduction to Analysis
136 — Polynomials
137 — Conics
140 — Liberal Arts Mathematics
150 — Probability and Statistics
151 — Statistics
160 — Trigonometry
165 — Trigonometric Functions

Code   Content Descriptors

169 — Trigonometric Identities
190 — Arithmetic
191 — Fractions
193 — Symbolic Logic

200 — Progressions, Arithmetic, Geometric
209 — Coordinate Geometry
211 — Non-Euclidean Geometry
213 — Linear Equations
219 — Parametric and Polar Equations
222 — Nature of Proof/Proof of Theorems
227 — Metric and Non-metric Geometry
228 — Geometric Drawing Measurement
231 —

300 — Algebra
301 — Symbols, Numbers, Algebraic Expressions
306 — Linear Algebra
323 — Set Theory
326 — Number Plane
329 — Quadratic Equations and Inequalities
336 — Integers
342 — Equations
347 — Radicals
351 — Formulas
360 — Linear Transformation
361 — Probability
362 — Binomial Theorem
363 — Convexity
364 — Orthogonal Bases
367 — Scalars
368 — Matrices
369 — Vectors
370 — Limits
390 — Algebraic Analysis
399 — Other Algebra

402 — Mathematical Induction
403 — Factor Theorem
405 — Circular Function

500 — Applied Mathematics
501 — Business Mathematics
502 — Consumer Mathematics
503 — Shop Mathematics
508 — Surveying

600 — Calculus
601 — Pre-calculus
611 — Function Series and Expansion
613 — Differentiation

802 — Algorithms
803 — Computer Programming Language
805 — Problem Solving

900 — Trigonometry Functions
902 — Algebraic Functions
904 — Exponential Functions
906 — 3-Dimensional Analytic Geometry
994 — Logarithms

12 MUSIC

Code	Content Descriptors	Code	Content Descriptors
100	General Educational Music	501 — Band	
101	Public School Music	502 — Orchestra	
		503 — Instrumental Ensembles	
200	A usic Literature	504 — Instrumental Instruction	
201	History of Music	505 — Performing Skills	
202	Music Appreciation	506 — Sight Singing Skills	
203	Basic Elements of Music (rhythm, melody, harmony, timbre, form)	507 — Ear Training	
204	Creativity	508 — Repertoire Development	
205	Historic Influences	509 — Mechanics of Instruments	
206	Composers - Style and Form Development	531 — Group Performance	
207	Folklore	532 — Instrumental Music	
208	Musicology	533 — Methods - Style	
		544 — Private Keyboard	
300	Music Theory	545 — Private Strings	
301	Music Fundamentals	546 — Private Percussion	
302	Harmony	547 — Private Brass Instruments	
303	Rudiments	548 — Private Woodwind Instruments	
304	Form and Analysis	549 — Private Music NEC	
305	Orchestration	590 — Conducting	
306	Rhythm		
307	Composition Structure	6 — Humanities	
308	Music Appreciation	601 — Music Relationships to other Disciplines	
309	Music Expression and Communication	602 — Evaluation and Comparison of Music	
310	Music Structure in Interpretation		
		700 — Science of Sound	
400	Vocal Music		
401	Choir, Chorus, Glee Club		
402	Vocal Instruction		
421	Vocal Ensembles		
422	Private Vocal		
462	Voice Development		
463	Vocal Sound Production		

13 — NATURAL SCIENCES

Code	Content Descriptors	Code	Content Descriptors
021 — Botany		220 — Physiology	
022 — Microbiology		221 — Reproduction	
023 — Zoology		222 — Taxonomy	
031 — Chemistry			
032 — Physics		300 — Physical Science	
041 — Astronomy		301 — Astronomy	
042 — Geology		302 — Atomic and Molecular Structure	
043 — Meteorology		303 — Biochemistry	
044 — Oceanography		305 — Chemical Bonding	
045 — Space Exploration		306 — Chemical Calculations	
		307 — Chemical Reactions	
100 — General Science		308 — Electricity and Magnetism	
110 — BSCS Yellow		309 — Electronics	
120 — BSCS Green		310 — Equilibrium	
130 — BSCS Blue		312 — Heat	
140 — CBA Chemistry		313 — Inorganic Chemistry	
150 — PSCS Physics		314 — Kinetic Molecular Theory	
160 — Chemistry Study		315 — Materials Science	
		316 — Measurement	
200 — Biological Science		317 — Mechanics	
201 — Anatomy		318 — Meteorology	
202 — Anthropology		319 — Nuclear Science	
203 — Bacteriology		320 — Oceanography	
204 — Behavior		321 — Optics	
205 — Biochemistry		322 — Organic Chemistry	
206 — Biometrics		323 — Periodic Properties	
207 — Biophysics		324 — Physical Chemistry	
208 — Cellular Phenomena (Cytology)		325 — Qualitative Analysis	
209 — Conservation		326 — Quantitative Analysis	
210 — Developmental Biology		327 — Quantum Mechanics	
211 — Ecology		328 — Solid State Physics	
212 — Entomology		329 — Solution Phenomena	
213 — Evolution		330 — Sound	
214 — Genetics		331 — Stoichiometry	
215 — Molecular Biology		332 — Technological Applications	
216 — Nature Study		333 — Thermodynamics	
217 — Nutrition		334 — Wave Phenomena	
218 — Organic Systems			
219 — Origins of Life		400 — Earth Space Science	
		401 — Aeronautics	
		402 — Astronautics	
		403 — Biological Interrelationships	
		404 — Climatology	
		405 — Cosmology	
		406 — Earth Changes	
		407 — Forces and Motion	
		408 — Geochemistry	
		409 — Geophysics	
		410 — Hydrology	
		411 — Instrumentation and Analytical Methods	
		412 — Levels of Organization	
		413 — Matter - Energy Exchange	
		415 — Paleontology	
		416 — Physical Geography	
		417 — Soil Science	
		418 — Uniformitarianism	
		419 — Technological Applications	

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15—SOCIAL SCIENCES

Code   Content Descriptors

010 — Political Science
011 — American Government
012 — Comparative Systems
013 — Constitution, The
014 — Contemporary World Affairs
015 — International Relations
016 — Political Parties and Public Opinion
017 — Political Theory
018 — Public Administration

100 — Anthropology
101 — Archeology
102 — Cultural Anthropology
104 — Ethnology
106 — Physical Anthropology
110 — Psychology
111 — Developmental Psychology
112 — Educational Psychology
113 — General Psychology
114 — Psychology of Adjustment
115 — Social Psychology
116 — Other Psychology
120 — Sociology
121 — Community, The
122 — Public Opinion and Political Sociology
123 — Socialization
124 — Social Organizations
125 — Social Problems
126 — Social Stratification
127 — Social Theory
129 — Other Sociology

200 — Area Studies
201 — Areas Beyond U.S.
202 — Regions of U.S.
203 — Small Areas
299 — Other Areas Studied

300 — Citizenship Education

400 — Conservation

500 — Consumer Education

600 — Economics
601 — Business & Industry Economics
602 — Comparative Economics
603 — Consumer Economics
604 — History of Economic Thought
605 — Money and Banking
606 — National Income
607 — Principles of Economics
608 — Resource Economics

700 — Geography
701 — Historical Geography
702 — Human Geography
703 — Physical Geography
704 — Regional Geography
705 — Other Geography

Code   Content Descriptors

800 — History
801 — U.S. History
802 — Regions of U.S.
803 — State History
804 — Non-Western Civilization
805 — Community Study
806 — Local History
807 — Western Civilization
808 — World Civilization
811 — Colonial History
812 — Early National History
813 — Industrialization
814 — U.S. as World Power
821 — Diplomatic History
822 — Economic History
823 — Geographical History
824 — Intellectual History
825 — Military History
826 — Political History
827 — Social-Anthropological History
831 — Ancient History
832 — Medieval History
833 — Modern History
834 — Prehistoric History
841 — Area Studies (Non-U.S.)
843 — History of Western Thought
844 — History of Religion
846 — Historiography
849 — Other History

900 — Philosophy
901 — Ethics
902 — History of Philosophy
903 — Introduction to Philosophy
904 — Logic
905 — Metaphysics
906 — Philosophy of Religion
990 — Other Social Studies/ Social Sciences

19—EXCEPTIONAL CHILD EDUCATION/DIFFEREN-TIALIZED CURRICULUM

Code   Content Descriptors

100 — Communication Skills
101 — Language Stimulation
102 — Language Development
103 — Language Correction
104 — Speech Stimulation
105 — Speech Development
106 — Speech Correction
107 — Special Communication Methods
171 — Braille Reading/Writing
172 — Object Magnification
173 — Finger Spelling
175 — Typing for Communication
176 — Speech (Lip) Reading

200 — Interpersonal and Behavioral Coping Skills
201 — Self Concept Development
202 — Self Concept Re-education
203 — Social Stimulation
204 — Social Development
205 — Social Re-education
299 — Other Interpersonal Behavioral Coping Skills

300 — Motor Skills
301 — Dexterity Skills
302 — Physical Management
303 — Mobility Training
321 — Self-help Skills
322 — Use of Devices and Equipment
323 — Personal Safety
331 — Mobility Orientation
332 — Travel
399 — Other Motor Skills

Code   Content Descriptors

400 — Perceptual Skills
401 — Auditory Stimulation
402 — Auditory Development
403 — Auditory Correction
404 — Tactile and Kinesthetic Stimulation
405 — Tactile and Kinesthetic Development
406 — Tactile and Kinesthetic Correction
407 — Visual Stimulation
408 — Visual Development
409 — Visual Correction
410 — Personal Spatial Relationships
499 — Other Perceptual Skills

500 — Vocational and Avocational Orientation
501 — Vocational Information
502 — Prevocational Work Experience
503 — Specialized Vocational Preparation
504 — Avocational Information
505 — Avocational Experience
599 — Other Vocational and Avocational Orientation

990 — Other Differentialized Curriculum for Handicapped Pupils

30—DRIVER EDUCATION

Code   Content Descriptors

300 — Driver Education
301 — Alcohol, Drugs, Other Harmful Substances, and Driving
302 — Characteristics of Driving
303 — Development of Judgment
304 — Driving Skills
305 — Traffic Engineering
306 — Laws and Ordinances of Enforcement
307 — Motor Vehicle, The
308 — Traffic Accidents
309 — Traffic Citizenship
391 — Psychological Factors in Driving
392 — The Driving Task
399 — Other Driving Education

24. TEXT USAGE - use the codes as listed below.

     1 - One text is the primary basis of the class.
     2 - Multitext is more than one text used as basis of the class.
     3 - No text - class is not based on a textbook but uses other resources.

25. TEACHING MEDIA USED - use as many as apply.

     0 - Does Not Apply
     1 - Projectors
     2 - Record Players, Recorders, other Audio Equipment
     3 - Library Reference Materials
     4 - Chalk Boards
     5 - Manual Displays, for example, Flannel Boards, Posters, Graphs,
         Maps, Charts, Bulletin Boards, etc.
     6 - Electronic Computational Equipment
     7 - Laboratory Equipment
     8 - Mechanical Equipment

26. NUMBER OF DAYS - the number of days the class is scheduled to meet from the beginning day to the last day of the class, either in one term or more than one term, but not requiring more than one registration.

27. MINUTES PER WEEK - the total amount of time normally scheduled each week for the class activity, including classroom, laboratory, and related experiences. When classes do not meet rigid schedules, the responses should be the best average time. Example: A class which meets for six 55 minute periods per week (one of which might be a laboratory) | 3 | 3 | 0 | .

28. PERCENT OF TIME IN LAB - that portion of total class time expressed as a percentage which is allocated to laboratory use.

29. NUMBER OF MALE PUPILS - the enrollment of male pupils in the course section. Example: 31 boys would be reported as | 0 | 3 | 1 | .

30. NUMBER OF FEMALE PUPILS - the enrollment of female pupils in the course section. Example: 6 girls would be reported as | 0 | 0 | 6 | ..

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FILE LAYOUT - INSTRUCTIONAL PROGRAMS

1 Record Type — 3 0 3

2 County Code

3 District Code

4 Organization Code

5 Inst. Area

6 Local Course Number

7 Section Number

8 Card Number — 1

9 Course Title Number

10 Seq. Year

11 Level Diff.

12 Year or Grade Level

13 Teacher's Social Security Number

14 Site Number

15 Space Location Number — Bldg. No. | Unit No. | Space No.

16 School Year

17 Term

18 Type of Program

19 Type of Pupil

20 Credit Units

21 Cr. Mts. Req.

22 Card Number — 2

23 Content Descriptors — 1st 2nd 3rd 4th 5th 6th 7th

24 Text Use.

25 Teaching Media Used — 1st 2nd 3rd 4th 5th 6th 7th 8th

26 Number of Days

27 Minutes Per Week

28 % Time in Lab.

29 Number Male Pupils

30 Number Female Pupils

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PERSONNEL FILE

The MSEIP Personnel Subsystem was designed to contain data that would in-
crease knowledge about school staff members, with standardized and simplified
personnel data collection procedures, and materials as they relate to `ocal
education agencies (LEA's).

The four personnel categories are described as educational employment
status levels as follows: Professional-Educational Staff Member, Professional
Staff Member, Technical Staff Member, and Ancillary Staff Member.

The Personnel file is made up of all fixed length records. However, there
may be a variable number of several different records. For example, a teacher
may have several certificates, instructional areas, position titles, and assign-
ments. These records, regardless of the number, do follow the teacher's basic
data in a logical sequence.

The Personnel file is sequenced by social security number, within educa-
tional employment status, within school, within district (Table 5). This
allows for access to as small a group of personnel as possible, thereby in-
creasing the efficiency of the operating system by allowing for high speed
retrieval.

Table 5. PERSONNEL FILE - RECORDS, SEQUENCE, SIZE, HIERARCHIAL STRUCTURE

Record Number	Name	Number of Cards.	Number of Characters	Master Record to	Detail Record to
200	County			201,202	Directory
201	District			202	200
202	Organization			203-206	201
203	Professional Educ.	2	150	207,208	202
204	Professional	2	150	207,208	202
205	Technical	2	115	209	202
206	Ancillary	2	115	209	202
207	Certificate	1	47	210	203,204
208	Assignment, Prof.	1	45		203,204
209	Assignment, T/A	1	40		205,206
210	Fields/Areas/Services	1	34		207

It would seem logical that the collection, processing, storing, retrieval, and use of personnel data would be a simple well defined operation. This would be true except for the variable number of records. When one must collect all certificates held by professionals, combine these with areas of endorsements and/or subjects authorized, combine these with position titles and assignments, the "simple well defined" operation becomes complex. This is complicated even more since under each position title, one could have two or more Areas of Responsibility and several Instructional Areas. An individual could also split his time between two or more organizations (which cannot be handled by the system except by assigning a "special" organization number, which is also undesirable). The final complicating factor is the use of Local Course and Section Number to obtain teachers' assignments. This item is a link into the Instructional Program and Pupil files. But the nature of the item, its validity, makes its usefulness doubtful. In the first place, if a teacher is located in two or more organizations, the course number may not represent what it is supposed to (usually a local course number is not unique). Probably the best solution to this problem involves two factors for consideration: daily or weekly assignments probably should not be carried in the Personnel record; and, adopt the six digit code of Instructional Programs (this includes the two digit Instructional Area and the four digit Course Title in all files where subject information is needed and eliminate local course and section number altogether. (See the discussion in Instructional Programs, page 91, number 2.

In summary, it is deemed necessary to reiterate the hierarchial structure that is imposed on the Personnel file because of the possible variable number of records. This applies to two major categories: 1) a person may have several certificates and under each of the certificates, he could be authorized for several Fields/Areas/Services and Subjects; and 2) a person may also have several Position Titles then for each Area of Responsibility and/or Instructional Area, he could have several assignments. These complications are due primarily because SEA's want to validate certificates and authorizations of personnel against their working assignments. This is usually a regulatory function of SEA's.

Professional Personnel

It is recommended that the collection document for Professional Personnel carry the control codes - record numbers, fillers, card numbers, and detail number where possible so not to be omitted when processed.

1. **RECORD TYPE:**   203 Professional-Educational staff member
                      204 Professional staff member

2. **COUNTY CODE:**   A three digit code supplied by the SEA.

3. **DISTRICT CODE:**   A four digit code supplied by the SEA.

4. **ORGANIZATION CODE:**   Unique three digit code for an administrative unit or school. Special organizational codes can be established and assigned where applicable (see page 128 of the Documentation). For example, if a person is assigned to more than one organization (school) a new organization code could be assigned or the person could be assigned to one organization by his major assignment or by a directive of the district authorities. At the present time, the system will not allow a person to be assigned in more than one organization unit.

5. EDUCATICNAL EMPLOYMENT STATUS: This item differentiates between the educator and the other professional personnel employed by the district.

6. SOCIAL SECURITY NUMBER: Care should be exercised in completing this number - too often it is copied incorrectly.

10. NAME: Last name, first name, middle initial - left justify in spaces provided.

13. DATE OF BIRTH: Care should be exercised in completing in proper order - year, month, day.

14. HIGHEST LEVEL OF EDUCATION: Two digit code as modified by SEA's. States should examine the list (Instructions for Professional Personnel, page   ) carefully to assure all necessary requirements are met.

15. INSTITUTION GRANTING FIRST DEGREE: Code name of the educational institution which granted the baccalaureate degree, indicated by using the institution codes from the U.S. Office Universe of Institutions of Higher Education, most recent listing.

17. INSTITUTION GRANTING HIGHEST DEGREE: The name of the educational institution which granted the highest degree, indicated by using the institution codes indicated in item 15. This item should only be completed if the First Degree and Highest Degree are different.

22. TOTAL CONTRACT PERIOD: The intent is to collect the length of the official contract in days.

24. TOTAL CONTRACT SALARY: One should enter total salary for the official contract period. Salaries for extra duties, if part of the contract, and included here and then listed separately in items 25 and 26.

29, 30, 31. EXPERIENCE: These items are somewhat confusing in that the local and state may not equal the total. Also experience should be entered to the nearest one-half year (excluding present year). Item 29 should be named "experience in present district"; item 30, "experience this state"; and item 31 could remain the same.

38. CERTIFICATE HELD: What should be collected here depends largely on the use of the data. If a state only desires to collect data on certificates that a person is employed under, the problem is certainly less than a state that needs data on all certificates regardless of assignments. For example, a superintendent has a specialist certificate, but also has four other teaching certificates from many years prior. He does not teach; must data be collected on all certificates and carried through the subjects authorized (item 46)?

45. FIELDS/AREAS/SERVICES   s code list must be modified to reflect the ways a state authorizes or endc   s areas of work under each certificate. Some specific codes might be considered for superintendents, principals, librarians, nurses, guidance personnel, supervisors, etc. (This item should remain compatible with item 53 as well as USOE Handbook VI.)

53. INSTRUCTIONAL AREAS: See item 45. For technical and ancillary personnel only in rare instances will a person be assigned to a specific instructional area. If it does not apply, one should code 00 = Does Not Apply.

57-58. LOCAL COURSE AND SECTION NUMBER: This item has been discussed before and its weaknesses made apparent. If these numbers are not unique within a district, it is possible for a teacher working in two or more organizational units (schools) to have repeat course numbers and they could even be different courses (remember a teacher can only be assigned one organizational code - see item 4).

1	2	3	4	5	6	7	8	9

Record Type `0 3` | County Code | District Code | Organization Code | Emp Sta | Social Security Number | Filler `0 0 0` | | Card No. `0 1`

3 4   6 7   10 11   13 14 15   23 24   26 27   28

10		11	12	13

Last Name | First Name | M.I | Sex | Mar. Stat. | Date of Birth — Year | Month | Day

45   53 54 55 56   61

	15	16	17	18	19	20	21	22	23

est | Inst. lst Degree | Year | Inst. High Degree | Year | Card No. `0 2` | Total Sem Hrs. | Year Last Cr. | Contract Period | Percent Time

63 64   69 70   71 72   77 78   79 27   28 29   31 32   33 34   36 37   39

24	25	26	27	28	29	30	31	32	33

al Cont. Salary | Xtra Pay | Amt. Xtra Pay | Pre. Yr. | Emp Sta | Local Exp. | State Exp. | Total Exp. | Medical Exam — Year | Month | Accident Report — Year | Month | Day

44 45 46   50 51 52 53   55 56   58 59   61 62   65 66   7

34	35	36	37	38	39	40	41	42	43	44

rd Type `0 7` | Rec Cod `1` | Detail Number `0 1` | Filler `0 0` | Cert Held | Date Issued — Year | Month | Day | Date Expires — Year | Month | Day | Lvl. | Grades Auth. | Record Type `2 1 0` | Detail Number `0 1`

3   24 25   26 27   28 29   30 31   36 37   42 43 44   47   1   3 27   28

5	46										

/S | Subject | Detail Number `0 2` | F/A/S | Subject | Detail Number `0 3` | F/A/S | Subject | Detail Number `0 4` | F/A/S | Subject

30 31   34 27   28 29   30 31   34 27   28 29   30 31   34 27   28 29   30 31   34

rd T `0 7` | Rec Cod `1` | Detail Number | Filler `0 0` | Cert. Held | Date Issued — Year | Month | Day | Date Expires — Year | Month | Day | Lvl. | Grades Auth. | Record Type `2 1 0` | Detail Number

3   24 25   26 27   28 29   30 31   36 37   42 43 44   47   1   3 27   28

S | Subject | Detail Number | F/A/S | Subject | Detail Number | F/A/S | Subject | Detail Number | F/A/S | Subject

30 31   34 27   28 29   30 31   34 27   28 29   30 31   34 27   28 29   30 31   34

d Type `0 8` | 48 Rec Cod `2` | 50 Filler `0 0` | 51 Position Title | 52 Area of Respon. | Record Type `2 0 8` | Rec Cod `2` | Filler `0 0` | Position Title | Area of Respon.

3   24   27   28 29   30 31   33   1   3   24   27   28 29   30 31   33

54 Scope of Assign. | 55 Level of Assign. | 56 % of Time on Assign. | Inst. Area | Scope of Assign. | Level of Assign. | % of Time on Assign.

35   36   37   38   40 34   35   36   37   38   40

il ber 26	57 Course Number 41 43	Section Number 44 45	58 Detail Number 25 26	Course Number 41 43	Section Number 44 45	Detail Number 25 26	Course Number 41 43	Section Number 44 45	Detail Number 25 26	Course Number 41 43	Section Number 44 45

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INSTRUCTIONS FOR
PROFESSIONAL PERSONNEL

1. RECORD TYPE - 203 Professional-Educational Staff Member
   204 Professional Staff Member

2. COUNTY CODE - a three-digit code supplied by the SEA.

3. DISTRICT CODE - a four-digit code supplied by the SEA.

4. ORGANIZATION CODE - this is an assigned number to identify an organization under a given administrator. This number is to be supplied by the state education association.

5. EDUCATIONAL EMPLOYMENT STATUS - the current employment status of the staff member as defined by the following:

   1 - Professional Educational Staff Member - a professional educational staff member is a person who meets the stated criteria of a staff member and is performing activities regarded as professional in the field of education by the laws and regulations governing certification in the state, or by other professional-educational requirements recognized by the state.

   2 - Professional Staff Member - a professional staff member is a person who meets all the stated criteria of a staff member and who is performing activities which, although in the service of the school system, relate more closely to a particular field of professional specialization other than education.

6. SOCIAL SECURITY NUMBER - the number assigned to the staff member by the Social Security Administration.

7. RECORD CODE - 0

8. FILLER - 000

9. CARD NUMBER - 01

10. NAME - last name, first name, and middle initial of the staff member.

11. SEX

   1 - Male
   2 - Female

12. MARITAL STATUS - a numeric code indicating marital status. The following code should be used:

   1 - Single   4 - Divorced
   2 - Married   5 - Widowed
   3 - Separated

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13. DATE OF BIRTH - year, month, and day of staff member's birth. December 22, 1931 would be recorded as 31-12-22.

14. HIGHEST LEVEL OF EDUCATION - the highest educational level attained in a formal program. The following codes will be used to indicate the highest level of education completed:

South Dakota		MSEIP
0		
1	02	High School or less
2	05	1 year college
3	06	2 years college
4	08	3 years of college
6	10	Bachelor's Degree
7	11	Master's Degree
	12	Intermediate Degree, 6th year
8		program, educational specialis
9	13	Doctor's Degree
	03	Vocational or Post High School

15. INSTITUTION GRANTING FIRST DEGREE - the code name of the educational institution which granted the baccalaureate degree, indicated by using the institution codes from the U.S. Office Universe of Institutions of Higher Education, most recent listing.

16. YEAR BACCALAUREATE DEGREE GRANTED - the last two digits of the year in which the staff member completed the baccalaureate degree. Example: June, 1961 would be coded 61.

17. INSTITUTION GRANTING HIGHEST DEGREE - the name of the educational institution which granted the highest degree, indicated by using the institution codes indicated in item 15.

18. YEAR HIGHEST DEGREE EARNED - the last two digits of the year in which the staff member completed the highest degree.

19. CARD NUMBER - 02

20. TOTAL SEMESTER HOURS - the total number of semester hours of credit earned by the staff member in undergraduate and graduate study. To convert quarter hours to semester hours, multiply the number of quarter hours by two-thirds. Example: 60 quarter hours times 2/3 equal 40 semester hours. Trimester hours correspond to semester hours and need no conversion.

21. YEARS LAST CREDIT EARNED - the most recent year in which a staff member satis-factorily completed course work at an accredited institution. Certified vocational teachers would enter the most recent work completed which is related to their position. Record the last two digits of the most recent year in which the course was completed.

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22. CONTRACT PERIOD - the number of days a staff member is employed annually for a contract period for the regular school year. For teachers this figure should include teaching service for instruction activities plus days legally allocated to in-service activities. This figure should be reported as: 90 days - 090.

23. PERCENT OF TIME WORKED - a staff member employed five days a week for at least the number of hours per day equal to the number of hours of a regular school day would be considered a full time staff member, expressed as 100 percent. A professional staff member employed only half the normal school day five days per week would be expressed as 50 percent. A staff member working full time for one semester, for example, would be reported as 100 percent for that period of time.

24. TOTAL CONTRACT SALARY - this item expresses to the nearest whole dollar the salary for the regular school year including supplemental pay. This should not include payment for summer school, night school, and adult education instruction, but should include all payment for extra duties specifically stated in the contract. Enter a five-digit number using leading zeros (right justified) if necessary.

25. DOES SALARY INCLUDE COMPENSATION FOR EXTRA DUTIES - code as follows:

    1 - Yes
    2 - No

26. AMOUNT FOR EXTRA DUTIES - if salary includes compensation for extra duties enter the amount to the nearest whole dollar. Enter a five-digit number using leading zeros (right justified) if necessary.

27. EMPLOYMENT PREVIOUS YEAR - the employment or activity of the staff member during the past school year. Coded as follows:

    1 - Public Education   5 - Student
    2 - Nonpublic/Private Education   6 - Housewife/Homemaking
    3 - Business or Industry   7 - Retired
    4 - Military   9 - Other

28. EMPLOYMENT STATUS - the circumstances under which the staff member serves in the school system:

    1 - Probationary - the employment status of the staff member who is employed from year to year preliminary to being placed on tenure status upon satisfactory performance over a stipulated period of time.

    2 - Tenure or Permanent - the employment status of the staff member whose employment is not subject to discontinuance by the governing authority except in stipulated circumstances.

    9 - Other Employment Status - the employment status of the staff member who is on neither probationary or tenure status.

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29. LOCAL EXPERIENCE - the number of years to the nearest half, a staff member has been employed in a professional-educational or professional position by the present school system, excluding the current year. This should be recorded as follows: ten and one-half years - 10.5, five years - 05.0. Three digits should be entered, using zeros if necessary.

30. STATE EXPERIENCE - the number of years to the nearest half year, excluding the current year, a staff member has been employed in this state in elementary and/or secondary public and nonpublic school systems that conduct programs supporting the transfer of students in established grade sequences. Record as: 15.0 years or 06.5 years.

31. TOTAL EDUCATIONAL EXPERIENCE - the number of years to the nearest half year, the staff member has been employed in professional-educational or professional positions that conduct programs supporting transfer of pupils in established grade sequence in all educational systems, excluding the current year. Record years as follows: 15.0 years or 06.5 years.

32. MEDICAL EXAMINATION - the year and month of the most rec nt med.al examination This date should be recorded as: June 1961 - 61-06.

33. ACCIDENT RECORD - a numeric field containing year, month, and day of the most recent motor vehicle accident involving vehicle or property damage, or personal injury. This field relates only to vehicle operators and driver education teachers. This date should be recorded numerically as: June 12, 1962 - 62-06-12.

34. RECORD TYPE - 207

35. RECORD CODE - 1

36. CERTIFICATE DETAIL NUMBER - 01

37. FILLER - 00

38. CERTIFICATE HELD - a numeric code that is the equivalent of the name or title of each active license, certificate or permit held by a staff member. The coding structure will be consistent as described by the individual state's terminology.

39. DATE CERTIFICATE ISSUED - Year, month, and date active certificate was issued. This date should be recorded as: March 15, 1966 - 66-03-15.

40. DATE CERTIFICATE EXPIRES - year, month, and day active certificate expires. This date should be recorded as: March 15, 1966 - 66-03-15.

41. INSTRUCTIONAL LEVEL AUTHORIZED BY CERTIFICATE - the instructional level authorized by the certificate. This is coded as follows:

1 - Preschool
2 - Elementary (K-6)
3 - Elementary (K-8)
4 - Secondary (7-12)

5 - Secondary (9-12)
6. Secondary (9-14)
7 - Post Secondary
8 - Not Designated
9 - General (K-12)

42. GRADES AUTHORIZED BY CERTIFICATES - the grade or ranges of grades within which the staff member is authorized to serve by the certificate, license, or permit. Record the grade or range of grades as shown by the example: Grades 7 through 12 - 07-12. Kindergarten should be entered as code 21.

43. RECORD TYPE - 210

44. FIELD/AREA/SERVICE DETAIL NUMBER - 01

45. FIELD/AREA/SERVICES - indicate the areas in which you are authorized under each certificate. Use the codes as listed below.

00 - Does Not Apply	15 - Social Studies
01 - Agriculture	16 - Technical Education
02 - Art	17 - Trades and Industry
03 - Business	18 - General Education (Gen. Elem. &
04 - Distributive Education	Sec. Education)
05 - English Language Arts	19 - Exceptional Child Education
06 - Foreign Language	20 - Cocurricular Activities
07 - Health Occupations	21 - Academic Cocurricular Activities
08 - Health, Safety, P.E.	22 - Athletic Cocurricular Activities
09 - Home Economics	23 - Music Cocurricular Activities
10 - Industrial Arts	24 - School Services Cocurricular
11 - Mathematics	Activities
12 - Music	25 - Cocurricular Social Organizations
13 - Natural	30 - Driver Education
14 - Office Occupations	50 - Homeroom, Elementary
	51 - Homeroom, Secondary

46. SUBJECTS AUTHORIZED - indicate the subjects you are authorized to teach under each certificate by indicating the last four digits of each subject authorized as shown on pages 181-216 of the MSEIP Documentation.

47. RECORD TYPE - 208

48. RECORD CODE - 2

49. DETAIL NUMBER OF ASSIGNMENT RECORD - this is a two-digit number used to indicate the number of assignments held. The first assignment is 01, the second is 02, etc.

50. FILLER - 00

51. POSITION TITLE - the title or titles most descriptive of your activities as described by the titles and functions as coded on pages 256-266 of the MSEIP Documentation.

52. AREA OF RESPONSIBILITY - a major division or subdivision of a school system operation. Use the codes provided in the MSEIP Documentation, pages 250-251.

53. INSTRUCTIONAL AREA - a grouping of related courses or units of subject matter. Indicate the instructional area that you provide service in: use the following codes:

00 - Does Not Apply
01 - Agriculture
02 - Art
03 - Business
04 - Distributive Education
05 - English Language Arts
06 - Foreign Language
07 - Health Occupations
08 - Health, Safety, P.E.
09 - Home Economics
10 - Industrial Arts
11 - Mathematics
12 - Music
13 - Natural
14 - Office Occupations

15 - Social Studies
16 - Technical Education
17 - Trades and Industry
18 - General Education (Gen. Elem. &
     Sec. Education)
19 - Exceptional Child Education
20 - Cocurricular Activities
21 - Academic Cocurricular Activities
22 - Athletic Cocurricular Activities
23 - Music Cocurricular Activities
24 - School Services Cocurricular
     Activities
25 - Cocurricular Social Organizations
30 - Driver Education
50 - Homeroom, Elementary
51 - Homeroom, Secondary

54. SCOPE OF ASSIGNMENT - indicate the classification of your assignment using the codes listed below:

1 - Single School or Supporting Facility
2 - More Than One School or Supporting Facility but Less Than Systemwide
3 - Systemwide
4 - More Than One System but Less Than Statewide
5 - Statewide

55. LEVEL OF ASSIGNMENT - indicate the general level of your assignment by using the following codes:

1 - Elementary
2 - Elementary-Junior High
3 - Elementary-Senior High
4 - Elementary-Junior-Senior High

5 - Junior High
6 - Junior-Senior High
7 - Senior High
8 - Post High School

56. PERCENT OF TIME ON ASSIGNMENT - if you are a full time employee, the total of all your assignments is 100 percent. The percent of time on each assignment when totaled must equal 100. Example: if you are full time and have four equal assignments, each assignment will represent 25 percent of your time. If you are employed 50 percent of the time, the total of your assignments must equal 50.

57. LOCAL COURSE NUMBER - enter the three-digit course number for each course you teach, these are assigned by your district.

58. SECTION NUMBER - enter the two-digit section number for each section you teach, these are assigned by your district.

FILE LAYOUT - PROFESSIONAL PERSONNEL

1. Record Type
2. County Code
3. District Code
4. Organization Code
5. Educ. Emp. Status
6. Social Security Number
7. Rec. Code — 0
8. Filler — 0 0

9. Card No. — 0 1
10. Last Name / First Name / M.I.
11. Sex
12. Marital Status
13. Date of Birth — Year / Month / Day
14. Highest Level of Educ.
15. Institution - First Degree
16. Year First Degree
17. Institution - Highest Degree
18. Year Highest Degree

19. Card No. — 0 2
20. Total Semester Hours
21. Last Year Credit Earned
22. Total Contract Period
23. Percent of Time Worked
24. Total Contract Salary
25. Ext. Pay
26. Amount - Extra Pay
27. Employ. Prev. Year

28. Employment Status
29. Local Experience
30. State Experience
31. Total Educational Experience
32. Medical Examination — Year / Month
33. Accident Record — Year / Month / Day

34 Record Type | 2 0 7 (cols 1-3)

Fields 2-6, card columns 4-23 from the preceding page must be repeated.

35 Record Code | 1 (col 24)

36 Cert. Detail Number (cols 25-26)

37 Filler | 0 0 (cols 27-28)

38 Cert. Held (cols 29-30)

39 Date Certificate Issued | Year | Month | Day (cols 31-36)

40 Date Certificate Expires | Year | Month | Day (cols 37-42)

41 Inst. Level Auth. (col 43)

42 Grades Authorized by Certificate (cols 44-47)

43 Record Type | 2 1 C (cols 1-3)

Fields 2-6, 34 & 35; card columns 4-26 from the 207 Record must be repeated.

44 F.A.S. Detail Number (cols 27-28)

45 Field/ Area/ Service (cols 29-30)

46 Subject Authorized (cols 31-34)

47 Record Type | 2 0 8 (cols 1-3)

Fields 2-6, card columns 4-23 from the preceding page must be repeated.

48 Record Code | 2 (col 24)

49 Detail Number of Assign. (cols 25-26)

50 Filler | 0 0 (cols 27-28)

51 Position Title (cols 29-30)

52 Area of Responsibility (cols 31-33)

53 Inst. Area (cols 34-35)

54 Scope of Assign. (col 36)

55 Level of Assign. (col 37)

56 Percent of Time on Assignment (cols 38-40)

57 Local Course Number (cols 41-43)

58 Section Number (cols 44-45)

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Technical/Ancillary Personnel

One of the major problems was that many of these people could not classify themselves as either technical or ancillary. Therefore, it behooves any state planning to implement this portion of this subsystem to take the job titles as listed in this subsystem and classify them as technical or ancillary (see MSEIP Documentation, page 256). This will insure that like titles will be grouped together for easy analysis even though the individual may consider himself as belonging to the other category. There are still problems to resolve such as a business manager who may be either a professional, professional/educational, or ancillary personnel depending upon previous training.

1. RECORD TYPE: (define responses)

205 - Technical Staff Member - a technical staff member is a person who meets all the stated criteria of a staff member and who is performing activities which, although in the service of the school system, relate more closely to the particular area of technical specialization than to education.

206 - Ancillary Staff Member - an ancillary staff member is a person who meets all the stated criteria of a staff member and who is performing activities of a non-technical or non-professional nature which provides a supplementary service in the field of education.

The following list of position titles should be added to the one in the MSEIP Documentation, page 256.

Technical Positions: Audiologist; Audiometrist; Audiovisual Technician; Data Processing Machine Operator; Dental Hygienist; Dietitian; Draftsman; Instructional Programmer; Machine Programmer; Nutritionist; Physical Therapist; School Nurse; Systems Analyst.

Ancillary: Auditor; Bookkeeper; Bus Driver; Buyer; Cafeteria or Food Service Manager; Cashier; Census Taker; Clerk; Controller; Crafts and Trades Worker; Custodian; Dispatcher; Food Service Worker; Foreman; Grounds Keeper; Guard; Helper; Inspector; Messenger; Plant Engineer; Printer; Secretary; Stationary Engineer; Teacher Aide; Teaching Assistant; Vehicle Operator.

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1	2	3	4
Record Type	County Code	District Code	Organization Code

MSEIP

MIDWESTERN STATES
EDUCATIONAL INFORMATION
PROJECT

KANSAS - MISSOURI - IOWA - MINNESOTA - WISCONSIN

MICHIGAN / NEBRASKA

DATA COLLECTION FORM
PERSONNEL RECORD
TECHNICAL / ANCILLARY

This form developed for MSEIP

demonstration in South Dakota.

5	6	9
Ed. Emp. Stat	Social Security Number	Card No. 0 1

10		11	12
Last Name	First Name	M.I.	Sex	Mar. Stat.

13 Date of Birth			14 Highest Ed.	15 Medical Exam.		16 Accident Report		
Year	Month	Day		Year	Month	Year	Month	Day

17 Card No.	18 Days Employed	19 Hours Per Day	20 Hourly Wage	21 Annual Wage
0 2				

22 Record Code	24 Rec. Code	25 Detail Number	27 Position Title	28 Area of Respon.	29 Inst. Area	30 Scope of Assign.	31 Level of Assign.	32 % of Time on Assign.
2 0 9	2	0 1						
2 0 9	2	0 2						
2 0 9	2	0 3						
2 0 9	2	0 4						
2 0 9	2	0 5						

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1. RECORD TYPE - 205 Technical Staff Member
                 206 Ancillary Staff Member

2. COUNTY CODE - a three-digit code supplied by the SEA.

3. DISTRICT CODE - a four-digit code supplied by the SEA.

4. ORGANIZATION CODE - this is an assigned number to identify an organization under
    a given administrator. This number is to be supplied by the state education
    association.

5. EDUCATIONAL EMPLOYMENT STATUS - the current employment status of the staff
    member as defined by the following:

    1 - Technical Staff Member - a technical staff member is a person who meets
        all the stated criteria of a staff member and who is performing activities
        which, although in the service of the school system, relate more closely
        to a particular area of technical specialization than to education.

    2 - Ancillary Staff Member - an ancillary staff member is a person who meets
        all the stated criteria of a staff member and who is performing activities
        of a nontechnical or nonprofessional nature which provides supplementary
        service in the field of education.

6. SOCIAL SECURITY NUMBER - the number assigned to the staff member by the Social
    Security Administration.

7. RECORD CODE - 0

8. FILLER - 00

9. CARD NUMBER - 01

10. NAME - last name, first name, and middle initial of the staff member.

11. SEX

        1 - Male
        2 - Female

12. MARITAL STATUS - a numeric code indicating marital status. The following code
    should be used:

        1 - Single   4 - Divorced
        2 - Married   5 - Widowed
        3 - Separated

13. DATE OF BIRTH - year, month, and day of staff member's birth. December 22, 1931 would be recorded as 31-12-22.

14. HIGHEST LEVEL OF EDUCATION - the highest educational level attained in a formal program. The following codes will be used to indicate the highest level of education completed.

South Dakota	MSEIP
0	02 - High School or less
1	05 - 1 year of college
2	06 - 2 years of college
3	08 - 3 years of college
4	10 - Bachelor's Degree
6	11 - Master's Degree
7	12 - Intermediate Degree, 6th year program, educational specialist
8	13 - Doctor's Degree
9	03 - Vocational or Post High School

15. MEDICAL EXAMINATION - the year and month of the most recent medical examination. This date should be recorded as: June 1961 - 61-06.

16. ACCIDENT RECORD - a numeric field containing year, month, and day of the most recent motor vehicle accident involving vehicle or property damage, or personal injury. This field relates only to vehicle operators and driver education teachers. This date should recorded numerically as: June 12, 1962 - 62-06-12.

17. CARD NUMBER - 02

18. NUMBER OF DAYS EMPLOYED - the actual number of days the staff member is employed, including paid vacations. A staff member employed five days per week on an annual basis would report 260 days per year. This figure should be right justified.

19. HOURS WORKED PER DAY - the average number of hours worked per day by staff members. This information should be recorded to the nearest hour. Example: ten and three-fourth hours as 11.

20. HOURLY WAGE - the rate of pay per hour to be paid a staff member dur current year. Record the amount paid per hour. Example: $2.52 would be recorded as 0252.

21. ANNUAL WAGE - the amount of money paid, before deductions each school year, to a staff member as determined by the contract during the current year. This amount should be recorded to the nearest whole dollar and right justified.

22. RECORD TYPE - 209

23. EDUCATIONAL EMPLOYMENT STATUS - the curre   ploy: sta   .. a   .a.
    ̄ ̄mber ̄s defined by ̄he ̄ollowing:

    1 - Technical Staff Member - a technical staff member is a person who
        meets all the stated criteria of a staff member and who is performing
        activities which, although in the service of the school system, relate
        more closely to a particular area of technical specialization than to
        education.

    2. Ancillary Staff Member - an ancillary staff member is a person who
       meets all the stated criteria of a staff member and who is performing
       activities of a nontechnical or nonprofessional nature which provide
       supplementary service in the field of education.

24. RECORD CODE - 2

25. DETAIL NUMBER OF ASSIGNMENT RECORD - this is a two-digit number used to indicate
    the number of assignments held. The first assignment is 01, the second is 02,
    etc.

26. FILLER - 00

27. POSITION TITLE - the title or titles most descriptive of your activities as
    described by the titles and functions as coded on pages 256-266 of the MSEIP
    Documentation.

28. AREA OF RESPONSIBILITY - a major division or subdivision of a school system
    operation. Use the codes provided in the MSEIP Documentation, pages 250-251.

29. INSTRUCTIONAL AREA - a grouping of related courses or units of subject matter.
    Indicate the instructional area that you provide service in; use the following
    codes:

00 - Does Not Apply	15 - Social Stuc_s
01 - Agriculture	16 - Technical Education
02 - Art	17 - Trades and Industry
03 - Business	18 - General Education (Gen. Elem. &
04 - Distributive Education	Sec. Education)
05 - English Language Arts	19 - Exceptional Child Educ ion
06 - Foreign Language	20 - Cocurricular Activit es
07 - Health Occupations	21 - Academic Cocurricular Activities
08 - Health, Safety, P.E.	22 - Athletic Cocurricular Activities
09 - Home Economics	23 - Music Cocurricular Activities
10 - Industrial Arts	24 - School Services Cocurricular
11 - Mathematics	Activities
12 - Music	25 - Cocurricular Social Organizations
13 - Natural	30 - Driver Education
14 - Office Occupations	50 - Homeroom, Elementary
	51 - Homeroom, Secondary

0. SC: : :SSIGNMENT - indicate the classification of your assignment using the
   code: : :s ed below:

   1 - Single School or Supporting Facility
   2 - More Than One School or Supporting Facility but Less Than Systemwide
   3 - Systemwide
   4 - More Than One System but Less Than Statewide
   5 - Statewide

31. LEVEL OF ASSIGNMENT - a code indicating the general level of the assignment of
    a staff member. This is coded as follows:

    1 - Elementary   5 - Junior High
    2 - Elementary-Junior High   6 - Junior-Senior High
    3 - Elementary-Senior High   7 - Senior High
    4 - Elementary-Junior-Senior High   8 - Post High School

32. PERCENT OF TIME ON ASSIGNMENT - percent of employed time spent on this assign-
    ment. A staff member that worked all day every day for the regular school
    year would enter 100 percent. A staff member working one-half day every day
    for the regular school year would enter 50 percent. NOTE: three digits must
    be entered, as 050. Any figure less than 100 percent will need adjustment in
    this manner.

FILE LAYOUT - TECHNICAL/ANCILLARY PERSONNEL

1 Record Type

2 County Code

3 District Code

4 Organization Code

5 Edu. Emp. Stat.

6 Social Security Number

7 Rec. Code 0

8 Filler 0 0

10 Last Name

11 First Name MI

12 Sex

13 Date of Birth — Year | Month | Day

14 Mar. Sta.

15 Medical Exam. — Year | Month

16 Accident Record — Year | Month | Day

17 Card Number 0 2

18 No. of Days Employed

19 Hours Worked Per Day

20 Hourly Wage

21 Annual Wage

14 Highest Level of Ed.

22 Record Type 2 0 9

23 Educ. Emp. Stat.

24 Record Code 2

25 Det.No. Assign. Record

26 Filler 0

27 Position Title

28 Area of Respon.

29 Instr. Area

30 Scope of Asgn.

31 Level of Asgn.

32 % Time on Assignment

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PUPIL FILE

The MSEIP Pupil Subsystem was concerned with developing a pupil accounting system that would satisfy requirements of SEA's, provide for needs of LEA's in the collection of pupil data, and provide feed-back of meaningful pupil data and analysis.

The Pupil Subsystem data file is separated into two categories based on relative need of the data items (Table 6). The first category consists of a minimal number of items considered by the committee as essential in collecting pupil information. The second category contains optional data items. The items in the first category may be essential for the calculation of state aids, transportation aids, enrollments, and other required statistics. The SEA's must select carefully from the optional category those items which they desire to collect and add to the essential items. It is imperative that each state keep its selection of items to a minimum because of the large number of pupils within a state and the voluminous amount of data to be collected and maintained.

The Pupil file is sequenced by pupil identification number within organizational unit, within district, within county. This allows for access to as small a group of pupils as possible, thereby increasing the efficiency of the system for retrieval and reporting purposes.

Only two of the pupil records were collected for the Demonstration-Workshop Conference of MSEIP. The basic pupil data were collected on the 503 record and also collected were the pupils' class assignments, which is part of the 507 record. While no other pupil data were collected, these data items were collected in "unit form" on all of the pupils in the five district sample.

There are some concerns about the collection of pupil data that an SEA will have to take into consideration before implementation is initiated. There is a small number of pupils, between five and ten percent, about which it is necessary for the SEA to have a great deal of information. These are primarily pupils in special education programs. The data needs for the majority of pupil   a state can be satisfied with summary form. This disparity aused the pupil committee to develop a listing of data items that would   et the needs of the special group. Before any state implements the Pupil Subsystem there will need to be a careful selection of what items, if any, need to be collected in unit form about the majority of pupils.

The large number of pupils compared to the numbers in any other subsystem, makes even a short unit record on all pupils a very voluminous file to collect and maintain.

If any individual information is to be collected on pupils, each pupil will have to have a unique identifying number. The Universal Birth Number is recommended. A further discussion of this numbering system can be found in the MSEIP Documentation, pages 297-299.

Table 6. PUPIL FILE - RECORDS, SEQUENCE, SIZE, HIERARCHIAL STRUCTURE

Record Number	Name	Number of Cards	Number of Characters	Master Record to	Detail Record to
500	County			501	Directory
501	District			502	500
502	Organization			503	501
503	Pupil/Category One	1	49	504,507	502
504	Pupil/Category Two	17	1127	505,506 508-520	503
505	Adults in Household	1	54		504
506	Bro/Sis in Household	1	36		504
507	Course Information	1	28		503
508	Disease and Illness	1	29		504
509	Federal Assistance	1	25		504
510	Welfare	1	24		504
511	Immunization	1	25		504
512	Languages	1	24		504
513	Limitations	1	29		504
514	Nonschool Performance	1	56		504
515	Other Child. in House.	1	55		504
516	Physical Examination	1	25		504
517	Pupil Referral	1	32		504
518	School Activities	1	41		504
519	Std. Tests & Invent.	1	52		504
520	Surgery & Injuries	1	34		504

The information that was needed to complete even the abbreviated form used in the demonstration was not all located in one physical place within the LEA. This meant that the forms had to be handled by a number of people or records had to be moved to a central location. Either of these alternatives is condusive to errors.

It will be necessary to instruct all of the districts in the state on the form in which the information is to be collected at the LEA. Transformation of information from one system to another is time consuming and fraught with complications.

It is recommended that the collection document for pupils carry the control codes - record numbers, fillers, card numbers, and detail numbers where possible so not to be omitted when processed. During the collection for demonstration there were some areas that Central Staff felt might need additional review prior to implementation.

5. PUPIL SEQUENCE NUMBER: This internal numbering system should be controlled from the central office of the district. While a pupil is sequenced by County Code, District Code, and Organization Code, the number could be duplicated from building to building without immediate problems; however, if a pupil moves to another building the number would have to be changed to avoid possible duplication. Therefore, in order to preserve "uniqueness" central control must be maintained (see pages 297-299 in the MSEIP Documentation).

9. TYPE OF ENTRY OR RE-ENTRY: A decision has to be made on whether (R-1) "A pupil received from within the same school" is to be collected, other than locally. In addition, a decision will have to be made on the length of time the "D", which designates a dropout who has returned to school, will be retained. The same comment is made to the Type of Pupil Code - (80) Former Dropout in item 19.

19. TYPE OF PUPIL: A further elaboration is necessary on who is "professionally qualified" to classify pupils. Most teachers felt that they were qualified and when individual teachers completed pupil report forms asking for Type of Pupil, there were many arbitrary decision made. It might be well to have the district central office responsible for coding all pupils who do not fall into the (00) Normal Range of Pupils classification.

Following is a list of pupil types that cannot be identified using the MSEIP System. There is more than enough coding space in MSEIP to define these pupil types and they should be added.

1. Children from low income areas
2. Neglected and delinquent children
3. Potential dropouts
4. Adult basic education
5. Number of children (ages 5 through 18) residing in the district from families with less than $2,000 annual income.

There is a need to modify the system to allow for a multiple response to this item. Many students will and should be classified in more than one group.

108. LOCAL COURSE NUMBER: For a discussion of this item see page 91 of Instructional Programs.

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DATA COLLECTION FORM
PUPIL RECORD

This form developed for MSEIP
demonstration in South Dakota.

MIDWESTERN STATES
EDUCATIONAL INFORMATION
PROJECT

COLORADO - ILLINOIS - SOUTH DAKOTA - NORTH DAKOTA - OHIO - NEBRASKA -

- MICHIGAN -

KANSAS - MISSOURI - IOWA - MINNESOTA - WISCONSIN

PUPIL RECORD

INSTRUCTIONS FOR
PUPILS

1. RECORD TYPE - 503

2. COUNTY CODE - a three-digit code supplied by the SEA.

3. DISTRICT CODE - a four-digit code supplied by the SEA.

4. ORGANIZATION CODE - this is an assigned number to identify an organization
    under a given administrator. This number is to be supplied by the state
    education association.

5. INTERNAL PUPIL SEQUENCE NUMBER - this is a five digit numeric field assigned to
    a pupil for internal file sequencing purposes. This code is assigned yearly at
    the district level.

6. RECORD CODE - 01

7. CARD NUMBER - 01

8. SEX - the sex of the pupil

        1 - Male
        2 - Female

9. GRADE ENTERED - the grade entered by the pupil during this current school year.

        01 - Grade 1   14 - Grade 14 (College 2 Years)
        02 - Grade 2   15 - Third Year College
        03 - Grade 3   16 - Fourth Year College
        04 - Grade 4   20 - Nursery/Pre-kindergarten
        05 - Grade 5   21 - Kindergarten
        06 - Grade 6   30 - Adult Education
        07 - Grade 7   40 - Ungraded Elementary
        08 - Grade 8   41 - Ungraded Secondary
        09 - Grade 9   42 - Special Education, Elementary
        10 - Grade 10   43 - Special Education, Secondary
        11 - Grade 11   44 - Sheltered Workshop
        12 - Grade 12   45 - Clinic
        13 - Grade 13 (College 1 Year)   99 - Other

10. TYPE OF ENTRY OR RE-ENTRY

    Original Entry - a pupil entering a school or other instructional situation
    for the first time in the United States or its outlying areas is referred
    to as an original entry.

        0 - Original Entry

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Type of Re-entry - any entering pupil who was previously enrolled in any public or nonpublic school in the United States and/or its outlying areas is referred to as a re-entry. Re-entry codes and definitions are the following:

1 - (R-1) - A Pupil Received from Within the Same School - this applies where the pupil continues in membership in the school from one regular school term to the next; where the pupil's name has been transferred during a regular school term from one homeroom register to another because of a transfer, promotion, or demotion within the same school; and where the pupil returns to the same room in the same school after withdrawal or discharge without entering any other school during the intervening period.

2 - (R-2) - Re-entry from a Public School in the Same Local Administrative Unit - a pupil received from another school under the same local control. This applies to pupils who are promoted from one school to another; change their residence and go to a different school; or are reassigned to a different school.

3 - (R-3) - Re-entry from a Nonpublic School in the Same Local Administrative Unit - a pupil received from a nonpublic school located in the same local district. This applies to pupils who transfer from private or parochial schools located within the local district.

4 - (R-4) - Re-entry from a Public School Outside the Local District but Within the Same State as the Local District - a pupil received from a public school outside the local district but within the same state as the local district.

5 - (R-5) - Re-entry from a Nonpublic School in the State, but Outside the Local District - a pupil received from a private or parochial school outside the local district but within the same state as the local district.

6 - (R-6) - Re-entry from Another State or Country - a pupil received from a school, public or nonpublic, located outside the state or country.

D - Former Dropout - a pupil whose most recent previous school membership was terminated by dropping out. The suffix "D" should be added to the designation for re-entry to indicate the source of the re-entry: 1D, 2D, 3D, 4D, 5D, and 6D.

Control - is this the first time you have enrolled in a school in this state this year?

1 - Yes
2 - No

11. WITHDRAWAL - information about pupils who have withdrawn from membership in a class, grade, or school by transferring, completing schoolwork, dropping out, or because of death.

Transfer - a pupil who leaves one class, grade, or school and moves to another class, grade, or school is referred to as a transfer. Coded as follows:

   01 - (T-1) - a pupil transferred to another grade or homeroom within the same school.

   02 - (T-2) - a pupil transferred to another public school or other instruction under public school supervision in the same administrative unit.

   03 - (T-3) - a pupil transferred to a nonpublic school located within the same local administrative unit. __

   04 - (T-4) - a pupil transferred to a public school in the state, but outside the local administrative unit.

   05 - (T-5) - a pupil transferred to a nonpublic school in the state, but outside the local administrative unit.

   06 - (T-6) - a pupil transferred to another school, public or nonpublic, outside the state.

   07 - (T-7) - a pupil transferred to another school, public or nonpublic, in another country.

Completion - a pupil who has graduated from a high school (grade 12) or junior college or otherwise has fulfilled the requirements for a prescribed program of studies.

   08 - Graduated from High School or Junior College - a pupil receives a diploma or degree as formal recognition for the successful completion of a high school or junior college program of instruction.

   09 - Completed Other Schoolwork - a pupil who has completed school in an approved manner other than 08 and receives a certificate of completion, gains recognition for work as a high school postgraduate, is accepted for early admission to a college or university, or receives other recognition.

Dropout - a pupil who leaves school, for any reason except death, before graduation or completion of a program of studies and without transferring to another school.

   10 - Physical Illness - a pupil leaves school because of physical illness.

   11 - Physical Disability - a pupil who was excused from school attendance because of a physical defect or handicap of a permanent or semi-permanent nature.

12 - Mental Illness - a pupil who was excused or required to leave school because of a mental illness.

13 - Mental Disability - a pupil who was excused from school attendance because of a mental handicap or defect of a permanent or semipermanent nature.

14 - Behavioral Difficulty - a pupil who was required to withdraw from school because of behavioral difficulty.

15 - Academic Difficulty - a pupil leaves school because of academic difficulty.

16 - Lack of Appropriate Curriculum - a pupil leaves school because the curriculum was not appropriate for his needs.

17 - Poor Pupil-Staff Relationship - a pupil leaves school because of poor relationships with members of the school staff.

18 - Poor Relationship with Fellow Pupils - a pupil leaves school because of poor relationships with fellow pupils.

19 - Dislike of School Experience - the pupil leaves school because of an active dislike of one or more aspects of his school experiences.

20 - Parental Influence - a pupil leaves school as a result of parental encouragement to do so.

21 - Needed at Home - a pupil leaves school to help with work at home.

22 - Economic Reasons - a pupil leaves school because of economic reasons, including inability to pay for school expenses and inability of parents to provide suitable clothing.

23 - Employment - a pupil leaves school to seek or accept employment, including employment required to support parents or other dependents.

24 - Marriage - a pupil leaves school to marry.

25 - Pregnancy - a pupil leaves school, or is required to leave school, because of pregnancy.

26 - Other Known Reason - a pupil leaves school or was required to leave for some reason other than those given for codes 01 to 25 above.

27 - Reason Unknown - a pupil leaves school for a reason which is not known.

Note: Codes 28 and 29 will not be included in computing total dropouts.

28 - Never Belong in this School - a pupil who was erroneously put into another school's file when in fact he never belonged to that school.

Death - a pupil's name was removed from the membership roll of the school following his death.

    29 - Death - a pupil's name is removed from the rolls of the school because of his death.

12.   TRANSPORTATION STATUS OF THE PUPIL - the information about whether or not a pupil is transported to and/or from school, or receives services in lieu of transportation, and at whose expense.

    Transported
       1 - Yes
       2 - No

    Whose Expense
       1 - District Only
       2 - Another District
       3 - State Only
       4 - Private Individual
       5 - District and State
       9 - Other

    Distance Transported - one-way distance from school
       1 - Less than One Mile
       2 - One Mile but Less than Two Miles
       3 - Two Miles but Less than Five Miles
       4 - Five Miles or More

    Qualified for State Aid
       1 - Yes
       2 - No

    Services in Lieu of Transportation
       1 - Yes
       2 - No

13.   RESIDENCE CRITERIA

       1 - Resident
       2 - Nonresident (In-state)
       3 - Nonresident (Out of State)
       9 - Other

14.   TUITION STATUS - information indicating whether a district receives tuition payment for a pupil, regardless of his residence.

       1 - No Tuition   4 - Paid by Another State
       2 - Paid by Another County   5 - Paid by Parent
       3 - Paid by Another District   9 - Other

15. NUMBER OF HALF DAYS MEMBERSHIP - the number of half days a pupil is present and absent when school is in regular session during a given reporting period.

16. NUMBER OF HALF DAYS PRESENT - the number of half days a pupil is present when school is in regular session during a given reporting period.

17. EDUCATIONAL AND VOCATIONAL INTERESTS AND PLANS - information about the pupil's aspirations and plans for vocational training and/or education after leaving the school in which he is currently in membership.

> Educational Aspirations
>   01 - Less than High School Graduation
>   02 - High School Graduation
>   03 - On-the-job Training
>   04 - Apprentice Program
>   05 - Go to School in Military Service
>   06 - Technical, Trade, or Business School - Two Years or Less
>   07 - Technical, Trade, or Business School - More than Two Years
>   08 - Some College - not to Graduate
>   09 - Complete Junior College
>   10 - Bachelor's Degree
>   11 - Beyond a Bachelor's Degree
>   99 - Other

> Vocational Interests
>   0 - No Information Available
>   1 - Professional, Technical, and Managerial Occupations
>   2 - Clerical and Sales Occupations
>   3 - Service Occupations
>   4 - Farming, Fishing, Forestry, and Related Occupations
>   5 - Processing Occupations
>   6 - Machine Trades Occupations
>   7 - Bench Work Occupations
>   8 - Structural Work Occupations
>   9 - Miscellaneous Occupations

18. TYPE OF CLASS - the type of class or classes in which a pupil is to receive approved instruction.

> 1 - Regular
> 2 - Exceptional
> 3 - Homebound
> 9 - Other

19. TYPE OF PUPIL - the group or groups into which individuals are classified when identified by professionally qualified personnel.

> 00 - Normal Range of Pupils - pupils within the normal range of ability and performance, that is, the general type of pupils in most schools, courses, or classes serving pupils of a given age group.

10 - Gifted and Talented - pupils identified by professionally qualified personnel as being mentally gifted or talented in such areas as:

    11.- In General Academic Work - including mathematics, science, social studies, reading, foreign language, and other language arts.

    12 - In Fine Arts Areas - including music, dance, arts of design, and dramatics.

    13 - In Vocational and Technical Areas

    19 - In Other Areas - including athletics, human relations ips, and creativity in areas not identified above.

20 - Slow Learner - pupils who display evidence of having difficulty in adjusting to the curriculum in academic areas, requiring some minor modification of school offering within the regular classroom in order to attain maximum growth and development.

30 - Mentally Handicapped - pupils identified by professionally qualified personnel as being mentally handicapped according to degrees of retardation. This includes those individuals whose level of mental development is such that they have been identified by professionally qualified personnel as unable to profit from the school program without special help. Pupils in this category are classified educationally as educable (mild) mentally handicapped; trainable (moderate) mentally handicapped; and custodial (severe or profound) mentally handicapped.

    31 - Educable (Mild) Mentally Handicapped - mentally handicapped individuals who are educable in the academic, social, and occupational areas even though moderate supervision may be necessary.

    32 - Trainable (Moderate) Mentally Handicapped - mentally handicapped individuals for whom little or no self-support is anticipated although some improvement in performance is possible, especially in the self-care social, and emotional adjustment and economic usefulness in the home or sheltered environment.

    33 - Custodial (Severe or Profound) Mentally Handicapped - mentally handicapped individuals for whom neither self-support nor significant improvement in performance is anticipated.

40 - Physically Handicapped - pupils identified by professionally qualified persons as having one or more physical handicaps, for example, the blind, the hard of hearing, the speech impaired, and the crippled.

41 - Blind - those pupils who are declared legally blind.

42 - Partially Seeing - those pupils who require special educational facilities beyond the usual school program.

43 - Deaf - those pupils who are declared legally deaf.

44 - Hard of Hearing - those pupils who require special consideration because of a hearing loss.

45 - Speech Handicapped - those pupils whose speech is abnormal due to a physical reason.

46 - Crippled - individuals having a physical impairment of a type which might restrict normal opportunities for education or self-support. This term is generally considered to include individuals having impairments caused by a congenital abnormality, for example, cleft palate, club foot, absence of some member, etc. It also includes impairment caused by disease, for example, poliomyelitis, tuberculosis, encephalitis, and other neurological involvements which might result in conditions such as cerebral palsy or epilepsy, etc. It further includes impairments caused by accidents, for example, fractures or burns which cause contractures, etc.

47 - Pupils With Special Physical Health Problems - pupils identified by professionally qualified personnel as having either permanently or periodically less than the usual amount of strength, energy, and endurance and hence may need appropriate modification of their educational program. Such a condition might result from chronic illness or environmental causes, for example, diabetes, cardiac disease, or lead poisoning.

50 - Socially and/or Emotionally Handicapped - pupils identified by professionally qualified personnel as having a social and/or emotional handicap, such as being emotionally disturbed and delinquency prone. (Pupils having a cultural handicap are included under a separate classification.)

51 - Emotionally Disturbed - pupils identified by professionally qualified personnel as having an emotional handicap of such nature and severity as to require one or more special services, whether or not such services are available. Such services include institutional care, other professional treatment or care, and instruction in special classes for special pupils on a full time or part-time basis.

52 - De. quency Prone - pupils who have been identified by pro-
fess onally qualified personnel as having a strong tendency
toward committing acts which are classified as patterns of
delinquent behavior.

59 - Other Social and/or Emotional Handicapped - pupils identified
by professionally qualified personnel as being socially and/or
emotionally handicapped in a manner other than those identified
under the items above. The nature of their handicap should be
specified; for example, children addicted to hallucinogenic or
other deviate drugs.

60 - Culturally Handicapped - pupils identified by professionally quali-
fied personnel as having a deviation or deficiency in cultural or
environmental background that adversely affects their school per-
formance or learning, for example, non-English speaking pupils,
migrant children, functional illiterates, and members of disad-
vantaged cultural groups.

61 - Culturally Disadvantaged - pupils whose cultural background is
so different from that of most pupils that they have been
identified by professionally qualified personnel as needing
additional educational opportunities beyond what are provided
by the usual school program if they are to be educated to the
level of their abilities. Certain types of programs for
culturally disadvantaged pupils are referred to as compensa-
tory education programs.

62 - Non-English Speaking Pupils - pupils whose ability to speak
English is so retarded that they are unable to profit from the
usual classroom instruction in English.

63 - Migrant Children - pupils whose parents are migrant workers
and who are within the age limits for which the local school
district provides free public education.

64 - Functional Illiterates - individuals who are unable to read,
write, and compute sufficiently well to meet the needs of
adult life. This frequently is considered to include adults
who have not gone beyond the eighth grade or who cannot read,
write, and compute at or about an eighth grade level of
performance.

69 - Other Culturally Handicapped Pupils - pupils identified by
professionally qualified personnel as having cultural handi-
caps in a manner other than those identified under the items
above, for example, culturally different, parental neglect,
and economically disadvantaged. The nature of their handicap
should be specified.

70 - Pupils with Learning Difficulties

71 - Learning Difficultires - pupils identified by professionally qualified personnel as having sharp deficits in one or a limited number of aspects of the cognitive processes, that is, the sensory, associate, or expressive processes and marked under-achievement when considering the general level or mode of the overall abilities. Many such pupils are also said to have brain injury (Strauss Syndrome), perceptual handicaps, or minimal brain dysfunctions. For reporting purposes, pupils having learning difficulties also should be identified accord-ing to other characteristics such as being within the normal range of pupils, being gifted or talented, being mentally handi-capped, partially seeing, hard of hearing, or speech impaired, or having other specific types of handicaps. In each case, the distinctive features are the sharp imbalance within the pupil's cognitive development and marked underachievement.

72 - Communication Disorder - pupils identified as having a commu-nication problem for which no physical reason can be determined.

73 - Underachieving Pupils - pupils who score consistently and significantly below their expected performance levels on standardized achievement tests. Their expected performance levels are determined by using scores on standardized tests of ability to predict performance on standardized tests of achievement.

80 - Former Dropouts - pupils who have returned to school after dropping out, that is, pupils whose most recent formal education was in an elementary or secondary school and who withdrew from this school by dropping out.

90 - Miscellaneous Characteristics

91 - Multiple Handicaps - pupils having more than one handicap. These pupils should be identified also according to the nature of each handicap as indicated elsewhere in this series.

92 - Pre-kindergarten Age - pupil is below legal age for admission into kindergarten.

93 - Employed Youth Under Age 18 - persons under 18 years of age who have not completed a secondary school and who left full time instruction to enter the labor force.

94 - Pregnancy - a pupil who is receiving a special program because of pregnancy.

95 - Adult and Post High School - persons of adult age, usually 21 years old, and youth beyond the age of compulsory school attendance who enroll in a program of instruction.

96 - Parents - parents of school children and children of pre-school age.

99 - Other Characteristics - distinctive characteristics of pupil groups not identified elsewhere under this series, such as pupils in a given program of study. Any such characteristic should be specified.

20. RECORD TYPE - 504

21. RECORD CODE - 02

22. CARD NUMBER - 01

23. AGE GROUP OF THE PUPIL - the age group into which a pupil falls at the time of registration for an adult education program.

1 - Under 18	6 - 35-44
2 - 18-19	7 - 45-54
3 - 20-24	8 - 55-64
4 - 25-29	9 - 65 and over
5 - 30-34	

24. ANY OTHER NAME - the last name and any appendages such as Jr. or III, first name, and middle initial other than the legal name by which the pupil is known.

25. AREA OF SPECIALIZATION AND COURSE EMPHASIS - the general accumulation of courses completed by a pupil enabling him to qualify for a diploma, certificate, or degree for completion of schoolwork as stipulated by the practices of the local and/or state school system.

Area of Specialization

0 - Does Not Apply	5 - Liberal Arts
1 - General	6 - Liberal Arts Transfer
2 - College Preparatory	7 - Technical
3 - Business	8 - Terminal Occupational
4 - Vocational	9 - Other

Course Emphasis

00 - Does Not Apply	08 - Health, Safety, P.E.
01 - Agriculture	09 - Home Economics
02 - Art	10 - Industrial Arts
03 - Business	11 - Mathematics
04 - Distributive Education	12 - Music
05 - English Language Arts	13 - Natural
06 - Foreign Language	14 - Office Occupations
07 - Health Occupations	15 - Social Studies

16 - Technical Education	23 - Music Cocurricular Activities
17 - Trades and Industry	24 - School Service Cocurricular
18 - General Education (Gen.	Activities
Elem. & Sec. Education	25 - Cocurricular Social Organiza-
19 - Exceptional Child Education	tions
20 - Cocurricular Activities	30 - Driver Education
21 - Academic Cocurricular	50 - Homeroom, Elementary
Activities	51 - Homeroom, Secondary
22 - Athletic Cocurricular	
Activities	

26. BUSINESS TELEPHONE NUMBER OF THE HEAD OF HOUSEHOLD (If Different from the Parent's or Legal Guardian's) - the current telephone number of the head of household's employer. Indicate the area code and all of the letters and/or digits.

27. BUSINESS TELEPHONE NUMBER OF THE MALE PARENT OR LEGAL GUARDIAN - the current telephone number of the male parent's or legal guardian's employer. Indicate the area code and all of the letters and/or digits.

28. CITIZENSHIP STATUS - the nature of the pupil's citizenship status within the United States.

       1 - United States Citizen
       2 - Other than United States Citizen

29. COURSE LOAD AND TIME STATUS - whether a pupil is carrying a full course load as designated by his state and/or local school district, and the percent of time a pupil is in school.

      Course Load - Is the pupil carrying a full course load as determined by the state or local school system?
       1 - Yes
       2 - No

      Time Status - to determine the percent of time a pupil is in school, divide the number of clock hours per week a pupil is in school by the number of clock hours school is in session, and multiply by 100.
       00 - Full time
      For part-time, enter the percent figured to the nearest whole number.

30. CARD NUMBER - 02

31. DATE OF BIRTH - the year, month, and day of the pupil's birth.

32. EDUCATIONAL LEVEL OF THE MAN WITH WHOM THE PUPIL RESIDES (Parent or Male Head of Household) - the highest educational level attained by the man with whom the pupil resides. The codes are listed on the next page.

00 - None	14 - Grade 14 (College 2 Years)
01 - Grade 1	15 - College 3 Years
02 - Grade 2	16 - College 4 Years
03 - Grade 3	60 - High School Diploma
04 - Grade 4	61 - High School Equivalency
05 - Grade 5	62 - Business or Clerical School
06 - Grade 6	Diploma or Certificate
07 - Grade 7	63 - Voc-Tech 2-Year Certificate
08 - Grade 8	64 - Associate of Arts Degree
09 - Grade 9	65 - Other Post High School
10 - Grade 10	70 - Bachelor's Degree
11 - Grade 11	71 - Master's Degree
12 - Grade 12	72 - Doctor's Degree
13 - Grade 13 (College 1 Year)	80 - No Information Available

33. EDUCATIONAL LEVEL OF THE WOMAN WITH WHOM THE PUPIL RESIDES (Parent or Female Head of Household) - the highest educational level attained by the woman with whom the pupil resides.

00 - None	14 - Grade 14 (College 2 Years)
01 - Grade 1	15 - College 3 Years
02 - Grade 2	16 - College 4 Years
03 - Grade 3	60 - High School Diploma
04 - Grade 4	61 - High School Equivalency
05 - Grade 5	62 - Business or Clerical School
06 - Grade 6	Diploma or Certificate
07 - Grade 7	63 - Voc-Tech 2-Year Certificate
08 - Grade 8	64 - Associate of Arts Degree
09 - Grade 9	65 - Other Post High School
10 - Grade 10	70 - Bachelor's Degree
11 - Grade 11	71 - Master's Degree
12 - Grade 12	72 - Doctor's Degree
13 - Grade 13 (College 1 Year)	80 - No Information Available

34. EVIDENCE AND VERIFICATION OF BIRTH - the type of evidence by which the pupil's birthdate is verified.

1 - Birth Certificate
2 - Previously Verified School Record
9 - Other

35. FOLLOW-UP AFTER HIGH SCHOOL GRADUATION OR WITHDRAWAL - information concerning the employment or other activities of a former pupil after he leaves a school.

Education
00 - None
01 - Less than High School Graduation
02 - High School Graduation
03 - On-the-job Training
04 - Apprentice Program

05 - Go to School in Military Service
        06 - Technical, Trade, or Business School - Two Years or Less
        07 - Technical, Trade, or Business School - More than Two Years
        08 - Some College - not to Graduate
        09 - Complete Junior College
        10 - Bachelor's Degree
        11 - Beyond a Bachelor's Degree
        99 - Other

    Employment
        0 - No Information Available
        1 - Professional, Technical and Managerial Occupations
        2 - Clerical and Sales Occupations
        3 - Service Occupations
        4 - Farming, Fishing, Forestry, and Related Occupations
        5 - Processing Occupations
        6 - Machine Trades Occupations
        7 - Bench Work Occupations
        8 - Structural Work Occupations
        9 - Miscellaneous Occupations

36. FULL LEGAL NAME - the last name and any appendages such as Jr. or III, first name, and middle initial of the pupil.

37. HEARING - a measurement that indicates normal or abnormal hearing in a pupil. Record the measurement of hearing ability for each ear in decibels and the speech range due to hearing loss, along with the name of the test or instrument used, and the year the test was administered.

    First Space
        0 - Normal
    Loss in Decibels
        1 - 10   6 - 60
        2 - 20   7 - 70
        3 - 30   8 - 80
        4 - 40   9 - 90 or more
        5 - 50

    Second Space
        Speech Range
            1 - Normal
            2 - Limited

    Third Space
        Test Used
            1 - Air Conduction Audiometer
            2 - Bone Conduction Audiometer
            9 - Other

    Fourth and Fifth Spaces
        Year the Test was Administered - enter the last two digits of the year.

38. HEIGHT - the height of the pupil expressed in inches, without shoes.

39. IDENTIFICATION NUMBER - the number assigned to the pupil that will be used for identification. The Universal Birth Number, a number assigned by the Bureau of Vital Statistics within each state, is recommended by the Pupil Subsystem Committee.

The Universal Birth Number is stamped on the birth certificate and is developed in the following manner:

A - an 11-digit identifier which is coded as follows:

000	000000	00
Area	Birth	Year
Code	Registration	of
	Number	Birth

B - a temporary 11-digit identifier could be developed for those state education agencies that do not have access to state-assigned Universal Birth Numbers. The following alpha-numeric system is suggested:

000	A00000	00
Area	Temporary	Year
Code	Registration	of
	Number	Birth

Use an alpha character for the first space of the registration number, as illustrated. The remaining five spaces should be numeric and taken from blocks of numbers assigned by the state education agency. The same format as A above is retained. Efforts to obtain the Universal Birth Number should be pursued.

Area Codes to be used in A and B:

101	Alabama	118	Maine
102	Arizona	119	Maryland
103	Arkansas	120	Massachusetts
104	California	121	Michigan
105	Colorado	122	Minnesota
106	Connecticut	123	Mississippi
107	Delaware	124	Missouri
108	District of Columbia	125	Montana
109	Florida	126	Nebraska
110	Georgia	127	Nevada
111	Idaho	128	New Hampshire
112	Illinois	129	New Jersey
113	Indiana	130	New Mexico
114	Iowa	131	New York
115	Kansas	132	North Carolina
116	Kentucky	133	North Dakota
117	Louisiana	134	Ohio

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135 - Oklahoma		149 - Wyoming		
136 - Oregon		150 - Alaska		
137 - Pennsylvania		151 - Hawaii		
138 - Rhode Island		152 - Puerto Rico		
139 - South Carolina		153 - Virgin Islands		
140 - South Dakota		154 - Baltimore		
141 - Tennessee		155 - Boston		
142 - Texas		156 - New York City		
143 - Utah		157 - New Orleans		
144 - Vermont		158 - Immigration & Naturalization		
145 - Virginia		Service, Department of Justice		
146 - Washington		159 - Passport Division,		
147 - West Virginia		Department of State		
148 - Wisconsin				

40. MARITAL STATUS - the marital status of the pupil.

    1 - Single
    2 - Married, Living With Spouse
    3 - Married, Separated
    4 - Divorced
    5 - Widowed

41. CARD NUMBER - 03

42. NAME OF THE FEMALE HEAD OF HOUSEHOLD (If Different from the Female Parent) - the last name, first name, and middle initial of the female assuming the responsibility for the family.

43. NAME OF THE FEMALE PARENT - the last name, first name, and middle initial of the female having parental or guardian responsibility for a pupil.

    Control - is the female parent living?
      1 - Yes
      2 - No

44. CARD NUMBER - 04

45. NAME OF THE MALE HEAD OF HOUSEHOLD (If Different from the Male Parent) - the last name and any appendages such as Sr. or II, first name and middle initial of the man assuming the responsibility for the family.

46. NAME OF THE MALE PARENT - the last name and any appendages such as Sr. or II, first name, and middle initial of the man having parental or guardianship responsibility for a pupil.

    Control - is the male parent living?
      1 - Yes
      2 - No

47. CARD NUMBER - 05

48 and 50. NAME OF SCHOOL - the complete name, number, and address of the school in
which the pupil is enrolled.

This item should be coded by separating the complete name, number, and address
with spaces. Example:

W	E	S	T	F	A	R	G	O	H	I	G	H	S	C	H	O	O	L	1	2	3		2	1	1	N	O	R	T	H	H	I	G	H	S	T	R	E	E	T

F	A	R	G	O	N	O	R	T	H	D	A	K	O	T	A	5	8	1	0	2

49. CARD NUMBER - 06

51. NUMBER OF HALF DAYS ABSENT - the number of half days a pupil is absent when
school is in regular session during a given reporting period.

52. NUMBER OF TIMES TARDY - the number of times a pupil is tardy during a given
reporting period.

53. OCCUPATION OF THE MAN WITH WHOM THE PUPIL RESIDES (Parent or Male Head of House-
hold) - the nature of the work usually performed by the man with whom the pupil
resides and his current employment status.

    Occupation
        0 - No Information Available
        1 - Professional, Technical, and Managerial Occupations
        2 - Clerical and Sales Occupations
        3 - Service Occupations
        4 - Farming, Fishing, Forestry, and Related Occupations
        5 - Processing Occupations
        6 - Machine Trades Occupations
        7 - Bench Work Occupations
        8 - Structural Work Occupations
        9 - Miscellaneous Occupations

    Employment Status
        0 - No Information Available
        1 - Full Time
        2 - Part-Time
        3 - Unemployed
        4 - Disabled
        5 - Retired

54. OCCUPATION OF THE WOMAN WITH WHOM THE PUPIL RESIDES (Parent or Female Head of
Household) - the nature of the work usually performed by the woman with whom
the pupil resides and her current employment status.

    Occupation
        00 - No Information Available
        01 - Professional, Technical, and Managerial Occupations

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02 - Clerical and Sales Occupations
03 - Service Occupations
04 - Farming, Fishing, Forestry, and Related Occupations
05 - Processing Occupations
06 - Machine Trades Occupation
07 - Bench Work Occupations
08 - Structural Work Occupations
09 - Miscellaneous Occupations
10 - Housewife
```

Employment Status
```
0 - No Information Available
1 - Full Time
2 - Part-time
3 - Unemployed
4 - Disabled
5 - Retired
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55. CARD NUMBER - 07

56. PERSON TO CALL IN CASE OF EMERGENCY - the last name, and locater information of the individual designated by the parents as the person to notify in case f emergency. Example:

S	M	I	T	H		5	1	3	E	A	S	T	C	E	N	T	R	A	L	A	V	E	N	U	E		W	E	S	T	S	A		E	M

6	0	8	7	8	6	2	3	3	1

57. PHYSICAL EXAMINATION - a record of physical examinations administered to the pupil.

    0 - No Physical Examination

    School Examination
       1 - School Physical Examination that Was Required
       2 - School Physical Examination that Was Not Required

    Nonschool Examination
       3 - Nonschool Physical Examination Required
       4 - Nonschool Physical Examination Not Required

    Year - enter the last two digits of the most recent physical examination.

58. CARD NUMBER - 08

59. PLACE OF BIRTH - the city, county, state and zip code, and if born outside the United States, the city, province, and country in which the pupil was born. Leave a blank space between city and county, and county and state. Also, leave a blank space between city and province, and province and country where applicable. Example:

W	E	S	T	F	A	R	G	O		C	A	S	S		N	O	R	T	H	D	A	K	O	T	A	5	8	0	7	8

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60. PROMOTION OR RETENTION - information about the progress of a pupil in a full time school program or in a graded or an ungraded situation during a regular school term.

        1 - Promotion
        2 - Retention

61. PUPIL'S TELEPHONE NUMBER AND LOCATION - the current residence telephone number of the pupil with area code and all letters and/or digits.

        Location of the Telephone
        0 - No Information Available
        1 - In the Home
        2 - In the Same Building
        3 - Neighbor's Home
        4 - No Telephone Available
        9 - Other

        This eleven-character field should be specified with the location code left justified followed by the ten-character telephone number. Example:

1	7	0	1	5	3	3	2	7	9	0

62. CARD NUMBER - 09

63. RACE - the pupil's racial origin.

        1 - American Indian
        2 - Caucasian
        3 - Negro
        4 - Oriental
        9 - Other

64. REASON FOR NOT ENTERING LOCAL PUBLIC SCHOOL - the explanation why a child or youth of compulsory attendance age or of school census age has not entered any local public school for the regular school term.

    0 - No Information Available   4 - Entered Private School
    1 - Completed School in an   5 - Entered Parochial School
         Approved Manner   6 - Entered Other Public School
    2 - Physically Incapable   9 - Other
    3 - Mentally Incapable

65. REASON FOR WITHDRAWAL - the reason given by the pupil for leaving school and his planned destination.

    01 - New Residence, Different   03 - Graduated from High School or
         School   Junior College
    02 - New Residence, School   04 - Completed Other Schoolwork
         Status Unknown   05 - Physical Illness

06 - Physical Disability	14 - Dislike of School Experience
07 - Mental Illness	15 - Parental Influence
08 - Mental Disability	16 - Needed at Home
09 - Behavioral Difficulty	17 - Economic Reasons
10 - Academic Difficulty	18 - Employment
11 - Lack of Appropriate Curriculum	19 - Enter Military Service
	20 - Marriage
12 - Poor Pupil-Staff Relationships	21 - Pregnancy
	22 - Other Known Reasons
13 - Poor Relationships with Fellow Pupils	23 - Reason Unknown
	99 - Other

66. RELATIONSHIP OF THE FEMALE HEAD OF HOUSEHOLD TO THE PUPIL. - the legal relationship of the female head of household to the pupil.

    0 - No Information Available
    1 - Mother
    2 - Other Legal Guardian
    3 - Stepmother
    4 - Wife

    5 - Other Relative
    6 - Foster Parent
    7 - Self
    8 - None

67. RELATIONSHIP OF THE FEMALE PARENT TO THE PUPIL - the legal relationship of the female parent to the pupil.

    0 - No Information Available
    1 - Mother
    2 - Other Legal Guardian
    3 - Stepmother
    4 - Wife

    5 - Other Relative
    6 - Foster Parent
    7 - Self
    8 - None

68. RELATIONSHIP OF THE MALE HEAD OF HOUSEHOLD TO THE PUPIL - the legal relationship of the male head of household to the pupil.

    0 - No Information Available
    1 - Father
    2 - Other Legal Guardian
    3 - Stepfather
    4 - Husband

    5 - Other Relative
    6 - Foster Parent
    7 - Self
    8 - None

69. RELATIONSHIP OF THE MALE PARENT TO THE PUPIL - the legal relationship of the male parent to the pupil.

    0 - No Information Available
    1 - Father
    2 - Other Legal Guardian
    3 - Stepfather
    4 - Husband

    5 - Other Relative
    6 - Foster Parent
    7 - Self
    8 - None

70. RELIGION - the pupil's religious preference as indicated by the pupil or his family.

        0 - No Information Available   3 - Protestant
        1 - Catholic   4 - Undeclared
        2 - Jewish   9 - Other

71. SPEECH - a measurement that indicates normal or abnormal speaking patterns in a pupil, also the type of impairment, the test used, and the year of the test.

    First Space
          0 - Normal
        Impairment
          1 - Articulation
          2 - Cleft Palate
          3 - Cerebral Palsy
          4 - Stutter
          5 - Stammer
          6 - Voice
          9 - Other

    Second Space
        Extent
          1 - Slight
          2 - Moderate
          9 - Other

    Third Space
        Test Used
          1 - Templin-Darley
          2 - Locally Devised Test
          9 - Other

    Fourth and Fifth Spaces
          Year the Test was Administered - enter the last two digits of the year.

72. TEETH - the condition of the teeth and gums of the pupil. Record the number of teeth missing, decayed, and filled.

        Gum Condition
          0 - Normal
          1 - Fair
          2 - Poor
          3 - Serious
          4 - Critical
          5 - No Information Available

Enter this item without spaces. Example:

| 0 | 1 | 0 | 7 | 1 | 7 | 2 |

This pupil has one tooth missing (01), seven decayed (07), seventeen filled (17), and has a gum condition classified as poor (2).

73. TELEPHONE NUMBER OF THE MALE HEAD OF HOUSEHOLD AND LOCATION (If Different from the Pupil's and Male Parent's) - the current residence telephone number of the male head of household.

       Location of the Telephone
         0 - No Information Available
         1 - In the Home
         2 - In the Same Building
         3 - Neighbor's Home
         4 - No Telephone Available
         9 - Other

74. TELEPHONE NUMBER OF THE MALE PARENT OR LEGAL MALE GUARDIAN AND LOCATION (If Different from the Pupil's) - the current residence telephone number of the male parent or legal male guardian.

       Location of the Telephone
         0 - No Information Available
         1 - In the Home
         2 - In the Same Building
         3 - Neighbor's Home
         4 - No Telephone Available
         9 - Other

75. VISION - a measurement that indicates normal or abnormal vision in a pupil.

Record the measurement of **visual ability** uncorrected and corrected with eyeglasses, along with the **name of the vision** test and the year of the test.

First Space
  Uncorrected Vision
    0 - 20/20 (normal)
    1 - 20/30
    2 - 20/40
    3 - 20/50
    4 - 20/60

    5 - 20/70
    6 - 20/80
    7 - 20/90
    8 - 20/100
    9 - More Severe than 20/100

Second Space
  Corrected Vision
    0 - 20/20 Normal
    1 - 20/30
    2 - 20/40
    3 - 20/50
    4 - 20/60

    5 - 20/70
    6 - 20/80
    7 - 20/90
    8 - 20/100
    9 - Less than 20/100

Third Space
  Test Used
    0 - No Information Available
    1 - Snellen Illiterate "E"
    2 - Snellen Alphabetic

    3 - Titinus Optical School Vision
       Tester
    9 - Other

Fourth and Fifth Spaces
    Year the test was administered - enter the last two digits of the year.

163

76. WEIGHT - the weight of the pupil without shoes, expressed in pounds.

77. CARD NUMBER - 10

78 and 80. RESIDENCE OF THE FEMALE PARENT (If Different from the Pupil's) - the current residence of the pupil's female parent.

Enter this item with spaces as indicated. Example:

A P T 5 G M O O	T E L 1 4 4 A W E S T H I G H S T R E E T
W E S T F A R G O	N O R T H D A K O T A 5 8 0 7 8

79. CARD NUMBER - 11

81. CARD NUMBER - 12

82 and 84. RESIDENCE OF THE MALE PARENT (If Different from the Pupil's) - the current residence of the pupil's male parent.

83. CARD NUMBER - 13

85. CARD NUMBER - 14

86 and 88. RESIDENCE OF THE PUPIL - the current residence address of the pupil, including whenever applicable, the number of the house or hotel name and number, or apartment name and apartment number. Also include the name of the street, trailer park, city, zip code, county, or RFD, and state.

Enter this item with spaces as indicated in RESIDENCE OF FEMALE PARENT.

87. CARD NUMBER - 15

89. CARD NUMBER - 16

90 and 92. SCHOOL FROM WHICH INCOMING PUPIL IS RECEIVED - the complete name, number, and address of the school from which an incoming pupil is received.

91. CARD NUMBER - 17

93. RECORD TYPE - 503

94. RECORD CODE - 03

95. DETAIL NUMBER - a consecutive line number assigned to each entry which will indicate the total number of adults living in the household.

96. ADULT LIVING IN THE HOUSEHOLD (21 Years or Older) - the name (last name, first name, and middle initial) of an adult living in the household, other than parents, heads of household, or brothers and sisters.

97. BIRTHDATE - the birthdate (year, month, and day) of an adult living in the household, other than parents, heads of household, or brothers and sisters.

98. RELATIONSHIP CODE - the relationship of an adult living in the household, other than parents, heads of household, or brothers and sisters.

       1 - Aunt   6 - Grandmother
       2 - Uncle   7 - Grandfather
       3 - Niece   8 - No Relation
       4 - Nephew   9 - Other
       5 - Cousin

99. RECORD TYPE - 506

100. RECORD CODE - 04

101. DETAIL NUMBER - a consecutive line number assigned to each entry which will indicate the total number of brothers and sisters living in the household.

102. BROTHER/SISTER LIVING IN HOUSEHOLD - the names (first name and middle initial) of brothers and sisters living in the same household as the pupil.

103. BIRTHDATE - the birthdate (year, month, and day) of the brothers and sisters living in the same household as the pupil.

104. RELATIONSHIP CODE - the relationships of brothers and sisters living in the same household as the pupil, as coded below:

       1 - Brother   4 - Half Sister
       2 - Sister   5 - Step Brother
       3 - Half Brother   6 - Step Sister

105. RECORD TYPE - 507

106. RECORD CODE - 05

107. DETAIL NUMBER - a consecutive line number assigned to each entry which will indicate the total number of local course and section numbers.

108 and 109. COURSE INFORMATION - the local course number and section number given to the individual courses in which a pupil is enrolled.

110. MARK OF COURSE PERFORMANCE - any final mark or report received by the pupil for a course or for a portion of subject matter. If a percentage grade is used, convert to the appropriate letter grade. Codes are listed on the following page.

0 - No Grade	5 - F
1 - A	6 - Unsatisfactory
2 - B	7 - Satisfactory
3 - C	8 - Incomplete
4 - D	9 - Withdrawal

111. CREDIT INFORMATION - the credit or credits, expressed in Carnegie Units or their equivalent, to be reported in whole or decimal fractions to the nearest hundredth. If credit units are inappropriate to be given, as in an elementary school, this item should be reported as zeros in all spaces.

112. RECORD TYPE - 508

113. RECORD CODE - 06

114. DETAIL NUMBER - a consecutive line number assigned to each entry which will indicate the total number of diseases or illness of the pupil..

115. DISEASE AND ILLNESS - a record of each disease or physical illness contracted which might or does affect the pupil's school performance.

00 - None	06 - Rheumatic Fever
01 - Measles	07 - Diphtheria
02 - Pneumonia	08 - Whooping Cough
03 - Chicken Pox	09 - Mumps
04 - Tuberculosis	98 - No Information Available
05 - Polio	99 - Other

116. EXTENT OF DISEASE OR ILLNESS

    1 - Slight
    2 - Moderate
    3 - Severe

117. DATE - enter the year and month the disease or illness was contracted.

118. RECORD TYPE - 509

119. RECORD CODE - 07

120. DETAIL NUMBER - a consecutive line number assigned to each entry which will indicate the total number of pupils eligible for federal assistance.

121. ELIGIBLE FOR FEDERAL ASSISTANCE - information necessary to establish the eligibility of the local school system to receive federal assistance.

    400 - Revenue from Federal Sources
      410 - Vocational Education
      411 - Agriculture
      412 - Distributive Education

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413 - Health Occupation Education
414 - Home Economics
415 - Office Education
416 - Technical Education
417 - Trades and Industrial Education
418 - Practical Nurse Training P.L. 84-911
419 - Area Vocational Education P.L. 85-864, Title VIII
420 - Vocational Education Act 1963 P.L. 88-210
421 - Manpower Development Training Act 1963 (Indian Vocational
      Training) P.L. 88-214
422 - Manpower Development Training Act 1962 (Training Programs)
      P.L. 88-214
423 - Public Health Training (Traineeships) P.L. 88-498
424 - Public Health Service Act (Nurses Training) Title VIII
425 - Welfare Education Program (ADC) P.L. 87-543
426 - Vocational Rehabilitation P.L. 66-236

430 - Educational Opportunity Act 1964 P.L. 88-452
  431 - Title I B (Neighborhood Youth Corps)
  432 - Title II A (Community Action Programs - Basic Adult Education)
  433 - Title II A and III B (Special Poverty Programs)

440 - Elementary and Secondary Education Act P.L. 89-10
  441 - Title I (Educationally Deprived)
  442 - Title II (Library)
  443 - Title III (Supplementary Education)
  444 - Title VI (Special Education)

460 - Miscellaneous
  464 - Johnson-O'Malley Act P.L. 73-167
  465 - Adult Education (Indian Program) P.L. 67-85
  469 - Construction/Federally Impacted Area P.L. 81-815
  470 - Maintenance and Operation/Federally Impacted Areas P.L. 81-8'
  472 - Immigration and Nationality Act (Citizenship Training) P.L. 8ͻ
  473 - Juvenile Delinquency and Youth Offenses Control Act of 1961
        P.L. 87-274
  474 - Migrant Health Act 1962 P.L. 87-692
  480 - Teaching Materials for the Blind 20 USC 101-105
  482 - Area Redevelopment Act P.L. 87-27
  483 - Civil Defense Adult Education

490 - Other
  491 - Federal Reimbursement
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122.   RD TYPE - 510

123.   RD CODE - 08

124.   IL NUMBER - a consecutive line number assigned to each entry which wil'
       ate the total number of pupils eligible to receive welfare.

125. ELIGIBLE FOR WELFARE - information as to whether a pupil is receiving a portion of his support via some welfare program.

00 - None
01 - No Information Available
02 - Local Government
03 - County Government
04 - State Government

05 - Federal Government
06 - Private Institution
07 - Private Individual
09 - Other, Specify

126. RECORD TYPE - 511

127. RECORD CODE - 09

128. DETAIL NUMBER - a consecutive line number assigned to each entry which will indicate the total number of immunizations.

129. IMMUNIZATION RECORD - a record of each immunization or immunity test and the date of administration to the pupil.

. - None
1 - Smallpox
2 - Diphtheria
3 - Whooping Cough
4 - Polio

5 - Measles
6 - Schick Test
7 - TB Test
8 - Tetanus
9 - Other, Specify

130. DATE - enter the last two digits of the year the immunization was administered.

131. RECORD TYPE - 512

132. RECORD CODE - 10

133. DETAIL NUMBER - a consecutive line number assigned to each entry which will indicate the total number of languages that are spoken in the pupil's home.

134. LANGUAGE - the language or languages spoken in the pupil's home.

01 - English
02 - American Indian
03 - Chinese
04 - Finnish
05 - French
06 - German
07 - Greek
08 - Hebrew

09 - Italian
10 - Japanese
11 - Norwegian
12 - Polish
13 - Russian
14 - Spanish
15 - Swedish
99 - Other

135. RECORD TYPE - 513

136. RECORD CODE - 11

168

137. DETAIL NUMBER - a consecutive line number assigned to each entry which will indicate the total number of restrictions upon a pupil's activity.

138. RESTRICTION

       1 - No Physical Education   4 - No Climbing Stairs
       2 - No Shop Classes   5 - Seat at Front of the Room
       3 - No Laboratory Classes   9 - Other

139. DURATION OF THE RESTRICTION

       1 - One Month   5 - Indefinite
       2 - One Quarter   6 - Permanent
       3 - One Semester   9 - Other
       4 - One Year

140. PERSON MAKING THE RECOMMENDATION

       1 - Physician   6 - Psychologist
       2 - Nurse   7 - Social Worker
       3 - Dentist   8 - School Administrator
       4 - Other Health Official   9 - Other
       5 - Mental Health Worker

141. DATE - enter the year and month of the recommendation.

142. RECORD TYPE - 514

143. RECORD CODE - 12

144. DETAIL NUMBER - a consecutive line number assigned to each nonschool activity or job held (whether performed during the school year or during vacations).

145. EMPLOYMENT - enter a job title if the pupil is employed at a job other than as part of a family endeavor.

146. NONSCHOOL PERFORMANCE - information concerning activities performed outside the school.

       000 - None   117 - Junior Achievement, Inc.
       001 - No Information Available   120 - Music Club
       101 - Art Club   124 - Photography Club
       108 - 4-H Club   133 - Young Farmers Assoc.
       110 - Future Business Leaders   201 - Aquatics
             of America   202 - Archery
       111 - Future Farmers of America 204 - Baseball
       112 - Future Homemakers of   205 - Basketball
             America   206 - Bowling

210 - Football	311 - Glee Club
212 - Golf	312 - Music Production
214 - Riflery	313 - Orchestra
215 - Snowskiing	399 - Other Music Cocurricular,
216 - Soccer	Activities
217 - Softball	501 - Boy Scouts of America
218 - Tennis	502 - Camp Fire Girls
219 - Track and Field	503 - Creative Dance
220 - Twirlers	504 - Cub Scouts
221 - Volleyball	505 - Folk Music Club
222 - Wrestling	506 - Girls Recreation Ass'n.
299 - Other Athletic and Sport	507 - Girl Scouts of the USA
Cocurricular Activities	508 - Hi-Y
301 - Combo	509 - Hobby Club
302 - Concert Band	510 - Junior Hi-Y
303 - Dance Band	511 - Junior Tri-Hi-Y
304 - Drum & Bugle Corps	512 - Stamp Club
305 - Marching Band	513 - Tri-Hi-Y
306 - Pep Band	514 - YMCA
307 - Choir	515 - Y-Teens
308 - Chorus	516 - YWCA
309 - Instrumental Ensemble	599 - Other Social Cocurricular
310 - Voice Ensemble	Activities

147. YEARS - enter the last two digits of the year or years during which the pupil was employed or involved with the activity reported.

148. HONORS - enter one or more of the following:

00 - None	07 - Historian
01 - President	08 - State Honors
02 - Vice President	09 - National Honors
03 - Secretary	10 - Team Captain
04 - Treasurer	11 - All Conference Honors
05 - Secretary/Treasurer	99 - Other
06 - Sergeant at Arms	

149. RECORD TYPE - 515

150. RECORD CODE - 13

151. DETAIL NUMBER - a consecutive line number assigned to each entry which will indicate the total number of other children living in the household.

152. NAME OF OTHER CHILDREN LIVING IN THE HOUSEHOLD - last name, first name, and middle initial of children in the household other than brothers and sisters.

153. BIRTHDATE - year, month, and day.

154. RELATIONSHIP CODE - relationship of children, other than brothers and sisters, living in the same household as the pupil.

1 - Aunt	5 - Cousin
2 - Uncle	6 - Foster Child
3 - Niece	7 - No Relation
4 - Nephew	9 - Other

155. RECORD TYPE - 516

156. RECORD CODE - 14

157. DETAIL NUMBER - a consecutive line number assigned to each entry which will indicate the nature and degree of physical impairment which might or does affect the pupil's normal progress in the usual school program.

158. NATURE OF IMPAIRMENT

01 - Asthma	05 - Heart Condition
02 - Epilepsy	07 - Crippled
03 - Cerebral Palsy	08 - Physical Development
04 - Diabetes	09 - Hernia
05 - Allergy	99 - Other

159. EXTENT OF IMPAIRMENT

1 - Slight
2 - Moderate
3 - Severe

160. RECORD TYPE - 517

161. RECORD CODE - 15

162. DETAIL NUMBER - a consecutive line number assigned to each entry which will indicate information about instances in which the pupil was referred to a person or agency for assistance or guidance.

163. PUPIL REFERRED BY

00 - Does Not Apply

School Personnel
01 - Self	08 - Attendance Officer
02 - Teacher	09 - Mental Health Worker
03 - Counselor	10 - Psychologist
04 - Principal	11 - Psychiatrist
05 - Other School Administrator	12 - County Level Supervisor
06 - Social Worker	or Administrator
07 - Visiting Teacher	13 - State Level Supervisor

```
       14 - Nurse                        17 - Other Health Worker
       15 - Physician                    19 - Other
       16 - Dentist

    Nonschool Personnel
       20 - Parent                       30 - Psychologist
       21 - Other Relative               31 - Psychiatrist
       22 - Foster Parent                32 - Nurse
       23 - Legal Guardian               33 - Physician
       24 - Counselor                    34 - Dentist
       25 - Social Worker                35 - Other Health Worker
       26 - Welfare Official             36 - Employer or Related Personnel
       27 - Police Official              37 - Community Agency
       28 - Court Official               38 - Vocational Rehabilitation
       29 - Mental Health Worker         99 - Other
```

164. PUPIL REFERRED TO

```
    00 - Does Not Apply

    School Personnel
       01 - Teacher                      10 - Psychiatrist
       02 - Counselor                    11 - County Level Supervisor or
       03 - Principal                         Administrator
       04 - Other School Administrator   12 - State Level Supervisor
       05 - Social Worker                13 - Nurse
       06 - Visiting Teacher             14 - Physician
       07 - Attendance Officer           15 - Dentist
       08 - Mental Health Worker         16 - Other Health Worker
       09 - Psychologist                 19 - Other

    Nonschool Personnel
       20 - Parent                       30 - Psychologist
       21 - Other Relative               31 - Psychiatrist
       22 - Foster Parent                32 - Nurse
       23 - Legal Guardian               33 - Physician
       24 - Counselor                    34 - Dentist
       25 - Social Worker                35 - Other Health Worker
       26 - Welfare Official             36 - Employer or Related Personnel
       27 - Police Official              37 - Community Agency
       28 - Court Official               38 - Vocational Rehabilitation
       29 - Mental Health Worker         99 - Other
```

165. DATE - enter the year, month, and day the referral was made.

166. RECORD TYPE - 518

167. RECORD CODE - 16

168. DETAIL NUMBER - a consecutive line number assigned to each cocurricular activity.

169. SCHOOL ACTIVITIES (Cocurricular) - information about participation in noncourse activities under the direction of a school.

Cocurricular Activities

000 - None
101 - Art Club
102 - Biology Club
103 - Boys Nation
104 - Debate Club
105 - Distributive Education Clubs of America
106 - Dramatics Club
107 - Family Living Club
108 - 4-H Club
109 - Foreign Language Club
110 - Future Business Leaders of America
111 - Future Farmers of America
112 - Future Homemakers of America
113 - Future Teachers of America
114 - Girls Nation
115 - International Relations Club
116 - Journalism Club
117 - Junior Achievement, Inc.
118 - Literary Club
119 - Mathematics
120 - Music Club
121 - National Honor Society (NEA)
122 - National Junior Honor Society (NEA)
123 - National Thespian Society
124 - Photography Club
125 - Quill and Scroll
126 - Science Club
127 - Science Fair, International
128 - Social Studies Club
129 - Speech Club
130 - Student Nurses Ass'n.
131 - Trades and Industrial Education Club
132 - Voice of Democracy
133 - Young Farmers Ass'n.
199 - Other Academic Cocurricular Activities

201 - Aquatics (includes swimming)
202 - Archery
203 - Badminton
204 - Baseball
205 - Basketball
206 - Bowling
207 - Cheerleading
208 - Cross Country
209 - Field Hockey
210 - Football
211 - Girls Athletic Association
212 - Golf
213 - Gymnastics
214 - Riflery
215 - Snowskiing
216 - Soccer
217 - Softball
218 - Tennis
219 - Track and Field
220 - Twirlers
221 - Volleyball
222 - Wrestling
229 - Other Athletic and Sport Cocurricular Activities
301 - Combo
302 - Concert Band
303 - Dance Band
304 - Drum and Bugle Corps
305 - Marching Band
306 - Pep Band
307 - Choir
308 - Chorus
309 - Instrumental Ensemble
310 - Voice Ensemble
311 - Glee Club
312 - Music Production
313 - Orchestra
399 - Other Music Cocurricular Activities
401 - Audiovisual Assistant
402 - Class Officer
403 - Film Projectionist

402 - Class Office
403 - Film Projectionist
404 - Laboratory Assistant
405 - Library Assistant
406 - National Junior Red
Cross
407 - National Student Traffic
Safety Program
408 - Office Assistant
409 - Poster and Display Club
410 - School Newspaper
Photographer
411 - School Safety Patrol
412 - School Service Club
413 - Student Council, National
Association of
414 - Student Union and/or
Student Activity Center
499 - Other School and/or Public
Service Cocurricular
Activities

501 - Boy Scouts of America
502 - Camp Fire Girls
503 - Creative Dance
504 - Cub Scouts
505 - Folk Music Club
506 - Girls' Recreation Ass'n.
507 - Girl Scouts of the USA
508 - Hi-Y
509 - Hobby Club
510 - Junior Hi-Y
511 - Junior Tri-Hi-Y
512 - Stamp Club
513 - Tri-Hi-Y
514 - YMCA
515 - Y-Teens
516 - YWCA
599 - Other Social Cocurricular
Activities

170. YEARS - enter the last two digits of the year or years during which the pupil was involved with the activity reported.

171. HONORS - enter one or more of the following:

00 - None
01 - President
02 - Vice President
03 - Secretary
04 - Treasurer
05 - Secretary/Treasurer
06 - Sergeant at Arms

07 - Historian
08 - State Honors
09 - National Honors
10 - Team Captain
11 - All Conference Honors
99 - Other

172. RECORD TYPE - 519

173. RECORD CODE - 17

174. DETAIL NUMBER - a consecutive line number assigned to each entry which will indicate information about each standardized test, subtest, and/or inventory taken by the pupil.

175. TEST IDENTIFICATION

Achievement Batteries
101 - American College Test
102 - American School Achieve-
ment Test
103 - California Achievement Tests
104 - California Basic Skills Test

105 - CEEB Achievement Tests
106 - Cooperative Primary Tests
107 - Coordinated Scales of
Attainment

108 - Essential High School
Content Battery
109 - Gray-Votaw-Rogers
General Achievement Tests
110 - High School Placement Tests
111 - Iowa Tests of Basic Skills
112 - Iowa Tests of Educational
Development
113 - Metropolitan Achievement
Tests
114 - National Educational
Development Test
115 - National Merit Schol-
arship Qualifying Test
116 - Public School Achievement
Test

117 - Public School Attainment
Tests for High School
Entrance
118 - SRA Achievement Series
119 - SRA High School Place-
ment Test
120 - Sequential Tests of
Educational Progress
(STEP)
121 - Stanford Achievement
Test
122 - Test of Academic
Progress
123 - Wide Range Achievement
Test
199 - Other

Scholastic Aptitude (Intelligence)
201 - American Council on Edu-
cation Psychological
202 - American School
Intelligence Test
203 - Arthur Point Scale
204 - California Short-Form Test
of Mental Maturity
205 - California Test of
Mental Maturity
206 - CEEB Preliminary Scholastic
Aptitude Tests (PSAT)
207 - CEEB Scholastic Aptitude
Test (SAT)
208 - Goodenough-Harris Drawing
Test
209 - Henmon-Nelson Test of
Mental Ability
210 - Kuhlmann-Anderson
Intelligence Test
211 - Lorge-Thorndike
Intelligence Tests
212 - Otis Group Intelligence
Scale

213 - Otis Quick-Scoring Mental
Ability Tests
214 - Peabody Picture Vocabulary
Test
215 - Pitner General Ability
216 - SRA Tests of Educational
Ability (TEA)
217 - SRA Tests of General
Ability (TOGA)
218 - School and College Ability
Test (SCAT)
219 - Stanford-Binet
220 - Survey of Mental Maturity;
California Survey Series
221 - Terman-McNemar Test of
Mental Ability
222 - Wechsler Intelligence Scale
for Children (WISC)
223 - Wechsler Adult Intelligence
Scale (WAIS)
299 - Other

Single Subject Achievement
301 - Barrett-Ryan English Test
302 - Basic Skills in Arithmetic
Form A
303 - Basic Skills in Arithmetic
Form B
304 - Before We Read
305 - Silent Reading Diagnostic
Tests: Developmental
Reading Tests

306 - California Algebra Aptitude
307 - California Reading Test
308 - California Survey in Reading
309 - Cooperative Algebra Test
310 - Cooperative Chemistry
Achievement
311 - Cooperative English Test
312 - Cooperative Plane Geometry
Test

	-	.u :.ra- ve Science Test	329	-	Iowa Silent Reading Test
314	-	Coope. .ive Solid	330	-	Lee-Clark Reading Test
		Geome: :. Test	331	-	Lee Test of Geometric Aptitude
315	-	Cooper .ive Trigonometry	332	-	Metropolitan Readiness Test
316	-	Crary american History	333	-	Metropolitan Reading Test
		Test	334	-	Nelson Biology Test
317	-	Bett: Crocker Test	335	-	Nelson-Denny Reading Test
318	-	Developmental Reading Test	336	-	Nelson-Lohman Reading Test
319	-	Durrell-Sullivan Reading	337	-	Orleans Algebra Prognosis
		Capacity & Achievement	338	-	Orleans Geometry Prognosis
320	-	Gates asic Reading Test	339	-	Purdue English Test
321	-	Gates-McKillop Reading Test	340	-	SRA-Diagnostic Reading Test
322	-	Gates Primary Reading Test	341	-	Scott-Foresman Reading
323	-	General Reading Test			Readiness
324	-	Ginn Pre-Reading Test	342	-	Scott-Foresman Reading Test
325	-	Ginn Achievement Test	343	-	Shaycroft Plane Geometry Test
326	-	Gray-Oral Reading Test	344	-	Survey of Reading Achievement
327	-	Green-Kelly Reading Test	345	-	Traxler Silent Reading
328	-	Iowa Algebra Prognostic	399	-	Other
		Test			

Multifactor Aptitude Battery

401	-	Differential Aptitude Test	403	-	General Aptitude Test
		Battery (DAT)			Battery (GATB)
402	-	Flanigan Aptitude	404	-	Jostak
		Classification Test	405	-	SRA Primary Mental Abilities
			499	-	Other

Personality

601	-	Anecdotal Records	605	-	Interviews
602	-	Assessment of Pupil Attitudes	606	-	Locally Devised Achievement
		or Opinions			Measures
603	-	Assessment of Project Teacher	607	-	Observer Rating
		Attitudes or Opinions	608	-	Parental Opinion Questionnaire
604	-	Assessment of Nonproject	609	-	Preschool Measures
		Teacher Attitudes or Opinions	699	-	Other

Miscellaneous

| 701 | - | Frostig Developmental Test | 799 | - | Other |
| | | of Visual Perception | | | |

176. PUBLISHER

01	-	American College Testing	06	-	California Test Bureau
		Program, Incorporated	07	-	Columbia University
02	-	American Guidance Services,	08	-	Consulting Psychologists
		Incorporated			Press, Incorporated
03	-	American Orthopsychiatric	09	-	Education Testing Service
		Association	10	-	Educators and Employers
04	-	Association Press			Tests and Services Association
05	-	Bobbs-Merrill Company,	11	-	Ginn and Company
		Incorporated			

12 - Harcourt, Brace & World	19 - Science Research Associates,
13 - Houghton-Mifflin	Incorporated
14 - Lyons and Carnahan	20 - Scott-Foresman
15 - Minneapolis Educational	21 - The Steck Company
Test Bureau.	22 - U.S. Employment Security
16 - Personnel Press,	Commission
Incorporated	23 - State Devised Test
17 - Psychological Corporation	24 - Locally Devised Test
18 - Public School Publishing	99 - Other
Company	

177. YEAR OF COPYRIGHT - enter the last two digits of the year of the copyright. 1962 should be entered as 62.

178. TITLE OF TEST ADMINISTRATOR

School Personnel

01 - Teacher	05 - Psychometrist
02 - School Counselor	06 - County School Official
03 - Administrator	07 - State School Official
04 - School Psychologist	09 - Other

Nonschool Personnel

10 - Psychologist	15 - State Employment Agency
11 - Psychiatrist	Personnel
12 - Mental Health Worker	16 - Vocational Rehabilitation
13 - Guidance Clinic Personnel	Personnel
14 - Social Worker	99 - Other

179. NORM GROUP

First Digit

1 - National	5 - District
2 - Regional	6 - School
3 - State	9 - Other
4 - County	

Second Digit

0 - Does Not Apply	2 - Age
1 - Sex	9 - Other

180. TYPE OF CONVERSION SCORE

0 - Does Not Apply	5 - Grade Equivalent
(Raw Score)	6 - Age Equivalent
1 - Percentile Band	7 - I.Q.
2 - Percentile	8 - Mental Age
3 - Stanine	9 - Other
4 - Standard Score	

181. LEVEL OF TEST

       1 - Primary   5 - Junior High School
       2 - Intermediate   6 - Secondary
       3 - Upper Elementary   7 - Adult
       4 - Elementary   9 - Other

182. TEST FORM - enter the form (number and/or letters) of the test. Left justify this number.

       000 - Does Not Apply

183. DATE ADMINISTERED - enter the year and month.

184. SCORES - enter the test score or scores.

185. RECORD TYPE - 520

186. RECORD CODE - 18

187. DETAIL NUMBER - a consecutive line number assigned to each entry which will indicate a record of surgery undergone and/or injuries sustained which might or does affect the pupil's school performance.

188. SURGERY

       00 - None   06 - Eye
       01 - Tonsillectomy   07 - Ear
       02 - Appendectomy   08 - Oral
       03 - Heart   09 - Organic
       04 - Thoracic   10 - Muscular
       05 - Brain   99 - Other

189. DATE - year and month in which the surgery occurred.

190. INJURIES

       00 - None   06 - Dislocation of Joint
       01 - Broken Bones   07 - Burn
       02 - Loss of Limb   08 - Muscular
       03 - Loss of Eye   09 - Int rnal
       04 - Loss of Hearing   98 - No Information Available
       05 - Loss of Teeth   99 - Other

191. DATE - year and month in which the injury occurred.

FILE LAYOUT - PUPILS

1. Record Type — 5 0 3
2. County Code
3. District Code
4. Organization Code
5. Internal Pupil Sequence Number
6. Record Code — 0 1
7. Card Number — 0 1
8. Sex
9. Grade Entered
10. Type of Entry or Reentry
11. Withdrawal

12. Transportation Status of the Pupil
13. Res. Crit.
14. Tuit. Stat.
15. Number of Half Days Membership
16. Number of Half Days Present
17. Educ. & Voc. Interest
18. Type of Class
19. Type of Pupil

20. Record Type — 5 0 4
21. Record Code — 0 2
22. Card Number — 0 1

23. Age Group
24. Last Name / First Name / MI / Any Other Name
25. Area Spec. & Course Emphasis
26. Business Telephone of Head of Household
27. Business Telephone of Male Parent or Guardian

28. Citz. Stat.
29. Course Load and Time Status
30. Card Number — 0 2
31. Date of Birth — Year / Month / Day
32. Educ. Level Man
33. Educ. Level Woman
34. Evid. Verf. Birth
35. Follow-up H.S. Grad., Withdrawal

179

Card Number 03

Last Name — Name of the Pupil — First Name — MI — Hearing — Height — Pupil Identification Number — Marital Status

41 36 37 38 39 40

Card Number 04

Name of the Female Head of Household (If Different Than Parent) — Last Name — First Name — MI

44 42

Name of the Male Head of Household (If Different Than Parent) — Last Name — First Name — MI — Liv-ing

45

Name of the Female Parent — Last Name — First Name — MI — Liv-ing

43

Name of the Male Parent — Last Name — First Name — MI — Liv-ing

46

Card Number 05

47

Name of the School in Which the Pupil is Enrolled

48

180

FILE LAYOU'i - PUPILS (cont.)

49 · Card Number · 0 6

50 · Name of School (continued)

51 · Number of Half Days Absent

52 · Number of Times Tardy

53 · Occ. of Man, Pup. Resides

54 · Occ. of Woman, Pupil Res.

55 · Card Number · 0 7

56 · Person to Call in Case of Emergency

57 · Physical Exami- nation

58 · Card Number · 0 8

59 · Place of Bi·th

60 · Promote or Retain

61 · Pupil's Telephone Number and Location

62 · Card Number · 0 9

63 · Race

64 · Non- entry

65 · Reason For Withdr.

66 · Rel. Fem. HOH

67 · Par- ent

68 · Rel. Male HOH

69 · Par- ent

70 · Reli- gion

71 · Speech

72 · Teeth

73 · Telephone Number of Male Head of Household

FILE LAYOUT - PUPILS (Cont.)

74

Telephone Number
of Male Parent

55   65

75

Vision

66

76

Weight

1   75

77

| Card Number | 1 | 0 |

21   22   23

78

Residence of Female Parent If Different From the Pupil's

79

79

| Card Number | 1 | 1 |

21   22   23

80

Residence of the Female Parent (continued)

46

81

| Card Number | 1 | 2 |

21   22   23

82

Residence of the Male Parent If Different From the Pupil's

80

182

188

83

Card
Number

| 1 | 3 |

21   22

84

Residence of the Male Parent (continued)

23   44

85

Card
Number

| 1 |

21   22

86

Residence of the Pupil

23   80

87

Card
Number

| 1 | 5 |

21   22

88

Residence of the Pupil (continued)

23   44

89

Card
Number

| 1 | 6 |

21   22

90

School From Which Incoming Pupil is Received

23   80

91 Card Number | 1 7

92 School From Which Income Pupil is Received (continued)

93 Record Type | 5 0 5 | Record Code | 0 3 | Detail Number **94** **95**

96 Adult Living in the Household | Last Name | First Name | MI

97 Birthd... | Year | Month | Day

98 Rela Code

99 Record | 5 0 6 | Record Code | 0 4 | Detail Number **100** **101**

102 First Name ... Household | MI

103 Birthdate | Year | Mo. Day

104 Rela Code

105 Record Type | 5 0 7 | Record Code | 0 5 | Detail Number **106** **107**

108 Local Course Number | Section Number **109**

111 Mark Co. Typeref | Credit Information

112 Record Type | 5 0 8 | Record Code | 0 6 | Detail Number **113** **114**

115 Disease & Ill. Code **116** Ext. Code

117 Date Contracted | Year | Month

118 Record Type | 5 0 9 | Record Code | 0 7 | Detail Number | Eligible for Fed. Asst. **119** **120** **121**

122 Record Type | 5 1 0 | Record Code | 0 8 | Detail Number | Elig. for Welf. **123** **124** **125**

184

190

FILE LAYOUT – PUPILS (cont.)

126 Record Type 5 1 1

127 Record Code 0 9

128 Detail Number

129 Imm. Code

130 Year

131 Record Type 5 1 2

132 Record Code 1 0

133 Detail Number

134 Lan-guage

135 Record Type 5 1 3

136 Record Code 1 1

137 Detail Number

138 Rtn. Code

139 Dura-tion Code

140 Rec. Code

141 Date Year Month

142 Record Type 5 1 4

143 Record Code 1 2

144 Detail Number

145 Employment

146 Activity

147 Years 1st 2nd 3rd 4th

148 Honors 1st 2nd 3rd 4th

149 Record Type 5 1 5

150 Record Code 1 3

151 Detail Number

152 Name of Other Children Living in Household
Last Name First Name MI

153 Birthdate Year Month Day

154 Rela. Code

155 Record Type 5 1 6

156 Record Code 1 4

157 Detail Number

158 Nature of Impair.

159 Ext. of Imp.

1 1, 1 1
1 1

FILE LAYOUT - PUPILS (cont.)

160 Record Type `5 1 7`

161 Record Code `1 5`

162 Detail Number

163 Pupil Referred By

164 Pupil Referred To

165 Date — Year / Month / Day

166 Record Type `5 1 8`

167 Record Code `1 6`

168 Detail Number

169 In School Activity

170 Years — 1st / 2nd / 3rd / 4th

171 Honors — 1st / 2nd / 3rd / 4th

172 Record Type `5 1 9`

173 Record Code `1 7`

174 Detail Number

175 Test Identification

176 Publisher

177 Year of Copyright

178 Admin. Code

179 Norm Group

180 Type Conv. Score

181 Lev. of Test

182 Test Form

183 Date Administered — Year / Month

184 Scores — 1st / 2nd / 3rd / 4th / 5th

185 Record Type `5 2 0`

186 Record Code `1 8`

187 Detail Number

188 Surgery

189 Date — Year / Month

190 Injury

191 Date — Year / Month

186

192